

Yenton Primary School



GOVERNOR MONITORING VISITS POLICY

Staff Consulted: SLT

Ratified by the Governing Body: 16th November 2016

Date for Review: November 2018

School Visits – an Aide Memoire

What is the purpose of the visit?

What has prompted my decision to visit?
Who has prompted my decision to visit?
Is the reason specific or general?
What are my/other people's expectations?
How can my visit benefit the staff?

How shall I carry it out?

What particular areas of the school am I interested in?
What particular activities am I interested in?
What particular subject areas am I interested in?
Are there any questions that can be answered by observation?
What questions should I ask?
Who should I ask?

Did I achieve my aim?

To what extent did I address the reason for my visit?
Which of my questions did I answer?
To what extent did I fulfil my own/other people's expectations?
What difficulties did I meet and why?

Is there any follow-up?

Have I recorded my experiences?
Did I 'report back' to the head and staff?
Have I prepared a short report for the next governors' meeting?
How can I build on this for the next visit?

Context

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school. Undertaking visits demonstrates the Governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress.

The Governors' visiting programme is an integral part of the school's yearly monitoring calendar. At the Full Governing Body meeting held on 5th October 2016, it was agreed that each governor visit at least twice a year to monitor an area of the School Development Plan or one of the Governors' statutory duties.

Visits enable Governors to:-

- See the school at work and observe the range of attitudes, behaviour and achievements;
- Get to know the staff and demonstrate their commitment to the school;
- Give active support to the staff and the activities of the school;
- Be aware of the effect of change and different approaches to teaching and learning;
- Evaluate resources and discuss with staff further requirements;
- Gain first hand information to assist with policy making and decision taking; and
- Work in partnership with the staff.

Before making a visit Governors will:-

- Contact the Headteacher /Assistant Headteacher or subject-coordinator and agree a date, time and focus for the visit;
- Clarify the etiquette, courtesies and expectations for the visit;
- Plan which classes /staff will be visited;
- Draw up a timetable for the visit with the Assistant Headteacher or subject-coordinator;
- Assistant Headteacher and/or the subject coordinator ensure that all staff are aware of the visit and the expectations on them.

On the day of the visit the Governor will remember to:-

- Arrive on time and clarify the timetable with the Assistant Headteacher/subject coordinator
- Act as an observer and only participate in the class at the invitation of the teacher
- Respect the professionalism of the teacher, supporting but not interfering
- Be calm and enjoy the visit

After the visit the Governor will:-

- Remember to thank the teachers and children;
- Meet with the Headteacher to give a verbal report, and to raise any issues that arose;
- Complete the Governor Visit Proforma (see Appendix 1 and 2), reporting on the focus of the visit (i.e. class observation, working with pupils, monitoring of the SDP);
- The completed form should be given to the Headteacher and then, after any possible alterations, the form will be circulated to the governing body and staff; and

- Governors must report without giving opinions and where possible individuals should not be able to be identified.

It is important to remember that visits are a snapshot in time, and judgements should not be made arbitrarily.

The visit is not about:-

- Inspection
- Making judgements about the professional expertise of the teacher
- Checking on your own children
- Pursuing a personal agenda
- Arriving with inflexible pre-conceived ideas

Governors are an important part of the school team and are welcomed into the school by staff. It is important that Governors remember to respect the professionals and the children, support the Headteacher and the staff, and acknowledge that they represent the full Governing Body. If the agreed principles and procedures are followed then Governor Visits will be an enjoyable experience for all involved, and will result in effective monitoring by the Governing Body, which will contribute to school improvement.



Appendix 1

Yenton Primary School Governor Visit Report

Name	
Area of responsibility	
Date of Visit	
Focus of Visit	
<u>Classes/staff visited</u>	
<u>Summary of activities</u> e.g. observing classes, talking to staff and pupils, looking at resources, had lunch etc).	
<u>What I have learned as result of my visit</u>	
<u>Positive comments about the focus</u>	
<u>Aspects I would like clarified / questions I have</u>	
<u>Ideas for future visits</u>	
<u>Points to take forward for discussion at the governing body meeting</u>	
<u>Any other comments</u>	

Signed _____ Signed _____
(Governor) (Headteacher / Coordinator)

Appendix 2

**Yenton Primary School
Governor Visit Report**

Link Governor Monitoring of the School Development Plan

Name:	
Area of Responsibility:	
Staff Member(s) involved:	
Focus Area in the SPD:	
Objectives of the visit: 1. 2. 3.	
Source of evidence of progress	Comment and impact
General Comments:	
Summary of what I have learnt:	
Points to take forward for discussion at the governing body meeting:	
Remember – Evaluation and Impact (So What)	

Signed _____ Signed _____
(Governor) (Headteacher / Coordinator)

Date _____

Policy Review

The policy should be reviewed every two years. The key questions will be:

- Has every Governor visited at least twice during the year?
- Has each Governor made links with their allocated lead?
- Has every Governor had a conversation with the leader they are linked to?
- Are our visits achieving the potential benefits identified in this policy?
- Have there been any unexpected benefits?
- How can we make policy and practice even better?

This policy is to be reviewed in ...November 2018

