



Governor Visit Policy

Policy approved and adopted: March 2019
Review date: March 2022

This document is a statement of the aims and principles of the School for ensuring that staff and governors are aware of the protocols associated with Governor Visits to school.

Introduction

Every Governing Body has a statutory responsibility to establish and monitor its school's policies and evaluate the effectiveness of the school and its curriculum. Governors are also held to account for their own school's performance.

The Office for Standards in Education (OfSTED) assumes that Governors know the strengths and weaknesses of the school, and will test that assumption during a school inspection. One of the best and most effective ways in which a Governor can get to know about their school is to visit during the school day and see it at work, talking to staff and pupils and finding out what happens in the school and the classrooms.

At Cove junior School visits are undertaken as:

A. Part of the **School Strategic Improvement Plan (SSIP)** to-

- Improve Governor knowledge of the school, its staff, needs, priorities, strengths and weaknesses.
- Monitor and assess the priorities as outlined in the development plan.
- Help the Governing Body fulfil its statutory duties.
- Acquire knowledge to enable the Governing Body to challenge as appropriate.

B. A **Critical Friend** –

- Monitoring and evaluating plans, budgets, standards of education and achievement.

C. A way to ensure **Accountability** -

- Annual reports and meetings, financial process audits, publication of minutes, surveys of parental views.

Scheduled visits are allocated to named governors from each committee, scheduled to fit in with the timings of events and school priorities. These are listed in the back of the SSIP.

In addition, Governors with specific roles on the governing body (e.g. SEND, or Safeguarding) would be expected to visit the school on at least an annual basis to remain up to date in their

given area. Governors may also visit to support school trips, children's performances and special events.

Visits should always be agreed with the Headteacher or a member of the Senior Leadership Team. Governors and Staff have corporate responsibility to arrange these meetings within the given timeframe where possible. All visits completed by governors, whether as part of the SSIP schedule, financial auditing or in support of school events should be reported on, even if very briefly..

The main purpose of school visits

To;

- learn, so that governors can increase the Governing Body's first hand knowledge base, informing strategic decision making .
- keep under review the way in which the school is operating.
- experience the impact and progress of the implementation of the school improvement plan and school policies .
- demonstrate to staff that the Governing Body takes its responsibilities very seriously.
- establish and develop good professional relationships with staff, especially those that are linked with an individual area of responsibility, e.g. literacy, numeracy, Special Needs or Health and Safety.
- see in context some of the monitoring systems employed by the school.
- demonstrate that the Governing Body is contributing to the school's self evaluation process .
- show support and encouragement to staff and children.

Before a visit

- Arrange details of the visit.
- Review the action points in the School Improvement/ Development Plan.
- Agree the purpose of the visit with Headteacher or a member of the senior leadership team.
- Agree level of confidentiality.
- Ask the Headteacher/ SLT member any questions one might not be sure about, such as "Where should I sit in the classroom?" "What should I do if a child asks me for help?"

During a visit

- Be prepared, organised and punctual.
- Report to the school office, sign in and wear an identification lanyard.
- Fulfil the agreed purpose of the visit.
- Observe school/class guidelines.
- Jot down discussion points.

After a visit

- Thank the host member of staff.
- Discuss observations on the day with the host member of staff or as soon as possible after the visit prior to finalising the visit report.
- Discuss any Health and Safety issues if relevant.
- Complete the Visit Report Form and email a copy to the host member of staff and Headteacher for approval before circulation to governors. Each report will be added to the Governing Body records.

A Visit Form is attached to this form as Appendix 1



Cove Junior School
Governor Visit Report

Governor:
Visit date:
Purpose of visit
Hosted by:
Introduction
Focus of visit
Discussion
Conclusion
Next Steps