

Haddenham Community Infant School

Governor Visits Policy

Adopted: November 2022
Next review: November 2025

Governor Visits Policy

The purpose of this policy

Governing Boards have a statutory responsibility to promote high standards at their school, and must monitor and evaluate its effectiveness in this respect. Through visiting our School governors can get to know it better. The Governing Board is a corporate body and every governor will visit the School as a representative member of that Board, not as an individual. An effective partnership between governors and staff, based on mutual understanding, benefits the whole School community. This policy will provide an agreed framework within which governors will plan and carry out their School visits.

Governor visits at Haddenham Community Infant School

This policy has been produced by Lucy McNeil with consultation of the Full Governing Board

Visit programme

The programme of visits will be organised as follows.

All areas for visits will be focused and will be taken from the SDP as priorities. All Governors with subject responsibilities are expected to make contact with the subject leads and to discuss the action plan for that year and any progress later in the academic year. Discussions regarding visits will occur with subject leads and the Head teacher as to planning when and how often.

The visits should last up to one hour allowing time for observing, talking to pupils, any work sampling and discussions with the subject lead or class teacher.

All Governors are given an area of responsibility within the curriculum to ensure there is coverage and effective triangulation of monitoring and progress. Areas of the curriculum for Governor responsibility are reviewed on an annual basis in November at FGB. New Governors to roles are supported by the Head teacher and if at all possible another Governor to enable shadowing and hand over of knowledge.

Content of visits

- All governors to visit at least once a year during the working day and for items for improvement on the SDP twice a year.
- All new governors to be offered an introductory visit soon after their appointment to the governing body as part of their introductory programme.
- Governors to be welcome to visit the school on many occasions during the school year taking into account the needs of all concerned and the appropriate timing of visits.
- The focus of formal visits are to triangulate the evidence in the SDP, SEF and Head teachers reports to Governors.
- Governors observe the lessons taking place with a particular focus as agreed prior to the visit and they ask pupils for their views of their learning; what they are

learning, how is this helping them to progress, what have they learned previously that has helped them to learn what they are currently learned.

- Governors who have a child in the school will need to talk through with the Head teacher about protocols for visiting their child's class and the professional conduct around confidentiality and remaining professional throughout the visit.
- Specific invitations to be sent for some occasions.
- Visits to be planned in advance after liaison with the Headteacher.
- Governors to receive copies of all parent newsletters.

Staff involvement

Governors should expect to see aspects of teaching either whole class or small group within each classroom. They should expect to see work that is appropriately pitched for different groups of children to ensure there is progress within the lesson.

Staff will have been briefed as to the purpose of the Governor visit and how this fits within the School Development cycle and focus.

Reporting

Governors will complete a Governor feedback report form which is stored on the Google drive. All Governors who have made a visit to the school will be expected to feedback to governing body in main governing body meeting or at committee meetings (to be included on the agenda) in the form of a short summary report. Staff and governors to give opinions on the effectiveness and success of these visits.

Procedure for carrying out visits Haddenham Community Infant School

Our governor visits will be organised as follows:

Before the visit

- *Agree a mutually convenient time to visit with the Headteacher/class teacher or head of department. Avoid stressful or busy periods in the School calendar*
- *Clarify the purpose of the visit and agree this with the Headteacher and relevant staff. Agree together how best to approach the identified focus to make effective use of everyone's time.*
- *Agree how you will be introduced to the children and young people and the extent to which you will be involved in any activity or lesson*
- *Agree a convenient time to discuss your lesson observation with the class or subject teacher. This will also be your opportunity to clarify any issues you are unclear about.*
- *Prepare for your visit by reading any relevant documents*
- *Ensure that you are aware of the core principles underlying the governor visits at your School and abide by them.*

During the visit

- **Remember this is a visit, not an inspection.** Governors are visiting to learn more about the School and to gather information to inform decision making by the governing body. It is not the governors' role to judge the quality of the teaching. Monitoring staff performance and the quality of teaching and learning is the job of the Headteacher.
- Remember that you are an invited guest.
- Be aware of, and adhere to, the School's Child Protection policies and procedures.
- Be punctual, sign in, wear a name badge and place phone in our phone locker for safeguarding reasons.
- Try hard not to disrupt the normal working of the School by monopolising the teacher's time.
- Smile and listen. Try to relax and enjoy yourself.
- Think carefully about what you say and do. Remember that a visit by a governor can be stressful for staff. Be courteous, tactful, positive and interested. Avoid criticism e.g. Never make a comment on the teacher's conduct of the lesson or on individual pupils.
- Try not to draw too much attention to yourself. Avoid overtly making notes as this can be disconcerting. Instead, write down your thoughts as soon afterwards as is practical.
- Remember that you are representing the governing board. Governors should be prepared to explain policies, but should avoid giving personal opinions which could be misinterpreted as the views of the governing board.
- Avoid making promises on behalf of the governing board.
- Only go into the staffroom if you are invited to do so.
- Observe previously agreed levels of confidentiality.
- Remember to thank the staff for supporting you in your role as governor

After the visit

- If you have seen something that worries you, you would normally discuss this first with the teacher.
- Discuss your visit with the Headteacher and agree a draft of any written report with the Headteacher, and with staff, as appropriate. Be prepared to take the comments of others on board before you circulate your report to governors and the clerk.
- Send a note to thank the relevant staff. Be open and honest; recognise and celebrate achievement.
- Reflect upon your visit. Your views will inform the review of the policy and procedures.

Reporting on your visit

Following a visit, governors will share their impressions with the governing body **all governors will complete a feedback report which is then shared with the wider board.** Give staff the opportunity to comment on the governor visit. Copies of approved

and finalised written reports should be given to the Headteacher and Chairman and subsequently made available to governors. Reports will be kept **on the google drive in the Governor visits folder.**

Evaluating the visit

Following a visit, governors may reflect on the following questions:

- How did the visit go?
- Were you clear about your objectives?
- What, if anything would you do differently next time?
- Are there further areas you would like to explore?
- How has the visit helped you, the School and/or the governing body? E.g. in collecting monitoring evidence, in greater understanding of a particular aspect.

Monitoring, evaluation and review of this policy

Governors' visits will be an agenda item at ***termly governing board/committee meetings***. This policy will be reviewed on a 3 year cycle the Full Governing Board. The views of the staff will be sought. The governing board will consider if governor visits are contributing to the information that the governing board has about progress towards meeting priorities and targets identified in the School Development Plan.

This policy was approved by the Governing Board of Haddenham Community Infant School November 2022.

This policy will be reviewed on 25th November 2025.

Signed (Chair) **Date**
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Signed (Headteacher) **Date**
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