

Governor Visit Policy

VERSION CONTROL SHEET

POLICY NAME: Governor Visit Policy

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Document date	Filename	Meeting submitted	Summary of changes required
July 2013		July PSG	New policy
March 2015		LGB	Reviewed – no changes made
September 2018		LGB	Reviewed – no changes made
March 2021		LGB	Updated (no changes)
14/09/22	Review	Sept 2022	Reviewed no changes
22/09/23	Review	Sept 2023	Reviewed no changes

The Learning Academies Trust acknowledges the importance of local governors visiting their school as a vital tool in ensuring that the Local Governing Body can evaluate the impact of their plans and policies on the day-to-day operation of the school, raise their awareness of life in the classroom and develop positive relationships between teachers, pupils and local governors, fostering a sense of partnership.

Local Governors are not inspectors and are visiting to gain knowledge about how school operates. Governors are asked to record their visit as evidence for any subsequent Ofsted inspections and as a way of sharing information amongst their colleagues.

3 steps to a visit

1. Before the visit agree with the Headteacher/Head of School the focus of the visit.
2. Arrange a time to visit with the class teacher - informing him/her of the focus of the visit. It is helpful to meet the teacher prior to entering the lesson.
3. Ask if there is any information that should be read prior to the visit.

The visit may be focussed on an action from the School Improvement Plan or be a general visit to learn about your specific curriculum or year group link.

What can governors observe on a visit?

External appearance

Are the school grounds tidy, attractive and well maintained?

What is the general state of external decoration?

Is the school entrance welcoming?

Are there adequate signs directing you to the reception?

The school in general

Is the reception area well maintained?

Is there an adequate visitor signing-in procedure?

Are there lots of examples of children's recent work displayed?

What is the overall atmosphere in school?

What sort of a general welcome did you receive?

What is the general state of the internal decoration?

Are there any obvious examples of community links?

What is the general standard of pupil dress and behaviour in school?

How effective are communications, within and outside of school, with parents, local governors, community and interest groups?

How is success and behaviour measured and rewarded in schools?

The classroom

Are the pupils busy and active within the classroom?

Are the pupils interested in their topic?

How is the classroom resourced?

Are there any areas where resources could be improved with extra finance?

Were you welcomed into the classroom?

Is plenty of the pupils' work displayed?

What is the standard of the displayed work?

What is communication like in the classroom?

On the visit day

- ✓ Arrive on time and ensure you have a visit reporting form
- ✓ Please take informal notes if it will help you prepare feedback for other governors
- ✓ When visiting classrooms always be mindful to be supportive to teaching staff and pupils
- ✓ Please be aware that teachers are working during your visit, and lengthy discussions are not possible when teaching. Arrangements can be made to discuss the visit afterwards, which staff welcome and appreciate.
- ✓ After the visit thank the member of staff, and the children
- ✓ Prepare your feedback
- ✓ Please send your completed visit form to the Headteacher/Head of School who will review it prior to it being circulated to other governors by the clerk

Procedures in the event of concern

Where concerns exist, it is vital that they are discussed immediately with the Headteacher/head of School. If you are not satisfied with the response and remain concerned, your next step should be to talk to the Chair of Governors.

And finally....

Enjoy your visits to school

Encourage other governors to visit

Remember that as well as being a duty and a pleasure it is a privilege to go into a school

You may observe children's work, health or they may innocently reveal things about their home life – it must remain confidential

A good reputation is very hard to gain and very easy to lose. As a local governor, you are part of the team aiming to build this good reputation.

GOVERNOR VISIT RECORD

Governor:	
Link Responsibility:	
Date of Visit:	
Visiting – Who did you see?	

What was the nature of the visit?	
Did you....	
Talk with pupils	
Visit the classroom/playground	
Meet parents	
Other.... (describe)	

Was your visit linked to the School Improvement Plan or any specific Ofsted judgement?	
<p>Quality of Education</p> <p>Behaviour and Attitude</p> <p>Personal Development</p> <p>Leadership and Management</p>	

What did you learn and what did you ask?

SAFEGUARDING Please tick which were observed

All staff were wearing ID badges		Comments on safeguarding practice
The schools' safeguarding rules were available		
Doors to the school were secure		
Signage indicated who children/adults should speak to re Child Protection concerns		
Evidence of electrical safety checks was observed		
Mobile phone signage was displayed		
All visitors had badges		

Signed Date:	
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Thank you for making this visit – please forward your completed form to the Headteacher

Headteacher comments
