



Federation of Beckwithshaw and Kettlesing Felliscliffe CE Schools and Ripley Endowed CE School Governor Visits to School Policy

We strive to be a peace-full school that our whole community can be proud of, where we work together (share) through mutual reliance and support (trust) so that all can fulfil their potential (aspire) in a world where everyone's God-given talents, skills and experiences are recognised and valued (respect).

'Therefore encourage one another and build each other up, just as in fact you are doing.' 1Thessalonians 5:11

Context

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school and Federation. Undertaking visits demonstrates the Governors' role in the strategic management of the school by helping to hold the schools to account and evaluate its progress. The Governors' visiting programme is an integral part of the school's annual monitoring and evaluation schedule calendar. Each Governor is encouraged to make at least one visit a year during school time and governors will monitor a priority of the School Development Plan in pairs where possible in accordance with the agreed timetable.

Principles

Visits enable Governors to:

- See the schools 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
- Work in partnership with the staff

Before making a visit Governors will:

- Contact the Headteacher and agree a date, time and focus for the visit and timetable
- Clarify the etiquette, courtesies and expectations for the visit
- Plan which classes will be visited
- Ensure Headteacher makes all staff 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 Headteacher
- 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, reporting on the focus. 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
- 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 Federation team and are welcomed into each 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.

Document Status	
Date of Next Review	Summer 24
Date of Policy Creation	School Written
Date of Policy Adoption by Governing Body: Summer 2021	Signed
Method of Communication: Staffroom	

Appendix 1

Governor Visit Form

Name:	Date:
Focus of visit:	
Summary of Activities:	
What have I learned as a result of my visit?	
Aspects I would like clarified / Questions that I have:	
Actions for the Governing Board to consider:	
Any other comments / ideas for future visits:	
Signed:	

