
School Governor Visits

Purpose of Governor Visits:-

- Improve governor knowledge of the ethos of the school and awareness of the work on the curriculum.
- Assist the whole governing body to fulfil its statutory role.
- Improve governor understanding of the needs of the school and the priorities for the future school development plan.
- Monitor and evaluate the current School Improvement Plan especially in relation to curricular issues
- Improve governor links with staff, students and parents.
- Help governors to be better able to support the school community.
- To highlight the needs for particular resources.

Timetable of visits

- If possible all governors to visit at least once a year during the working day.
- All new governors are offered an introductory visit soon after their appointment to the governing body as part of their introductory programme.
- Governors are welcome to informally visit the school (with prior notice during the school day) taking into account the needs of all concerned and the appropriate timing of visits e.g. assemblies
- Specific invitations are sent for some occasions.
- Visits to talk with the head or curriculum coordinator can also be made by appointment.
- Governors receive copies of parents' newsletters which contain notice of events and are welcome to attend these.

Focus of Monitoring Visit

Visits will focus on aspects of the School Improvement Plan, and on carrying out the work of the governing body e.g.; SEN, or Health and safety governor roles.

The visits could have particular emphasis on one year group, or on one major aspect of delivery of the curriculum. The Curriculum committee will discuss the focus of these visits and suggestions brought to the whole governing body.

What Governor visits are NOT about;

- Making judgements about quality of teaching and operational management
- Checking the progress of own students
- Pursuing personal agendas

- Monopolising teachers time
- Arriving with inflexible preconceived ideas
- Interrupting, giving ideas or suggestions during teaching time

Format for visits

1. Arrangement of visit: with the HT or by agreement, with appropriate teacher. Agree the aim of the visit and arrangements for it in advance. Ensure HT is aware of the details of the visit.
2. The visit - Most visits take place in the classroom and staff will have been consulted about the date and purpose of the visit. This will have enabled them to prepare any information related to the focus of the visit and to set up a programme for the governor. This might include;
 - Supporting a group of students on a set task
 - Informal observations of students at work
 - Opportunities to speak with students on their work in progress
 - Opportunities for observing displays of work in the classroom which show progress over time
 - Opportunities for students to demonstrate work to governors
 - Governors would be expected to be present at the beginning of a lesson - this will enable the teacher to introduce them to the class and explain the reason for their presence.
 - Governors should be aware of the confidentiality of what they see and hear
 - Governors should be discreet so as not to disrupt the lesson in progress.
3. At end of visit: meet with the HT or Curriculum Coordinator (CC) to review the focus of the visit and clarify any queries.

The follow up

1. Governor to fill in a report sheet for governing body and staff as appropriate
2. Feedback to governing body that the visit has taken place and distribute the report sheet and response by HT or CC.
3. Staff and governors to review the effectiveness and success of these visits after one academic year (by Sept 2009)
4. Governors and staff to update the policy every three years.

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