

## **STANFORD IN THE VALE CE PRIMARY SCHOOL**

### **POLICY FOR GOVERNORS' VISITS TO SCHOOL**

**Updated: September 2016**

**Review: September 2018**

This policy outlines the purposes, protocols, commitment and reporting arrangements for school visits by governors. It is recognised that visits occur for a variety of reasons and, thus, the policy allows some flexibility. It is intended to cover both classroom visits, co-ordinator meetings and visits to the whole school.

#### **Purposes**

To aid governors to begin;

- To understand the environment in which teachers teach
- To develop relationships with the staff
- To recognise different teaching styles and the values of each
- To get to know the school community, including the children
- To see policies and schemes of work in action
- To recognise and celebrate success
- To inform decision making
- To find out what resources are needed and to prioritise them

Governors are linked to actions on the School Improvement Plan and these will generally be the focus of their visits.

To aid staff;

- To ensure governors understand the reality of the classroom
- To get to know governors
- To understand better the governors' roles and responsibilities
- To have an opportunity to reflect on practice through discussion
- To highlight the need for particular resources

To promote understanding of the roles of governors, teachers, support staff and the Head.

#### **What It's Not About**

- Making judgements about the quality of teaching (Head or senior staff role)
- Checking progress of individual children (teacher's or Head's role)

#### **Protocol To be Observed**

- Classroom visits / Co-ordinator meetings should be arranged in advance, with the relevant member of staff, agreeing a mutually convenient time.
- The specific requirements for a visit will depend on the purpose of the visit, but most visits will benefit both governors and staff to the greatest advantage if the visit can be arranged to enable governors to see the normal classroom situation.
- Classroom visits may be preceded or followed by discussions with teachers or the Head, eg. regarding policies, schemes of work, resources, teaching styles, purpose and success of visit etc. Arrangements will be made to hold these discussions at a mutually convenient time, and efforts will be made not to disturb normal classroom routines.

- Please sign the visitor book and governor folder on arrival and include the time left. Visit the office to obtain a governor badge, which needs to be worn at all times, for Health and Safety / Safeguarding reasons.
- Please do not find yourself left alone with the children.

### **Suggested level of Commitment**

Each governor will aim to achieve at least three visits to the school each academic year, to enable them to maintain an awareness of the school in action, to develop relationships with school staff and to discuss standards in the subject / aspect / priorities on the School Improvement Plan.

### **Responsibility For Programme of Visits**

- Individual governors will be responsible for arranging their visits with the relevant member of staff.

### **Reports of Visits**

- Governors should aim to provide a written report of visits (using the agreed pro forma) within two weeks of a visit.
- Reports should be copied to members of staff involved in the visit (they must have had the opportunity to see and comment upon reports before they are copied elsewhere).
- Reports should also be copied to the Full Governor members, Head, Chair of Governors and to other members of staff as required.

### **Monitoring and Review**

The policy is to be reviewed regularly by the C & C committee with the Head and teaching governor.

### **Informal Visits**

There are different occasions during the school year when we would encourage governors to visit. These include:

- Whole school sharing assemblies
- School productions
- Open evenings
- Parents evenings
- Church events
- Sporting events

Other informal visits are very welcomed, especially if it is to celebrate in our success.