

# CHURCHAM PRIMARY SCHOOL



## **Governor Visits Policy**

Approved by:	Full Governing Body
Reviewed:	22 May 2023
Date of Next Review:	May 2025

# Governor Visits Policy

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**This policy is intended to ensure consistency in governor visits to the School and provides guidance on protocol and behaviour**

## **Monitoring Visits**

A visit by a governor to monitor standards within a subject or a key priority from the School Development Plan without watching lessons is called a monitoring visit.

**Visits should be an enjoyable experience for all and are to inform not to judge.**

When arranging a visit, a governor should first meet the subject leader/ head teacher to plan the visit. Both should agree the content of the visit, and the subject leader/ head teacher will organise the visit and advise any teachers involved.

After the visit, the governor should then write a brief report using the agreed proforma (attached) and send a copy to the subject leader and the head teacher. They may then be invited to the next Curriculum Committee meeting or Full Governing Body meeting as appropriate with the subject leader to discuss the visit. The report should then be published to all governors.

Possible ways to monitor standards within a subject without watching lessons include a selection from the following;

- **Work Scrutiny** - looking at a cross sample of children's work with the subject leader.
- **Learning Walk** - walking round the school with a clear focus after discussion with the subject leader. This may involve an open door policy where you can wander in and out of classrooms to get the flavour of what is happening. During this time it would be acceptable to talk to children about their work, as long as it does not disrupt the class.
- **Pupil Conferencing** - talking to children about their work using a pre-determined set of questions to gather evidence of aspects of their learning.
- **Subject Leader Meeting** - meeting with the subject leader to discuss their subject. This could include looking at the evidence portfolios.
- **Questionnaires** - asking pupils/pupils/staff to fill in simple questionnaires and analysing data.
- **Resource Audit** - look at resources used and discuss any shortfalls or requirements.
- **Visit School Events** - sports day, theme days, productions etc which are subject related.
- Plus any other ideas.

It is suggested that no more than two or three of the above are undertaken at each visit and are not repeated each time. Always be escorted by the subject leader or a teacher throughout the visit.

## **Classroom Visits**

The aim of the subject/class/year group governor is to visit the classroom, with a view to getting an overview of the children's attentiveness, inclusion, understanding and interest, etc.

**Visits should be an enjoyable experience for all and are to inform not to judge.**

When arranging a visit, the governor should in the first instance contact the school to arrange for the subject leader/ head of key stage to make contact with you to plan the visit. At that time it is important that you make it clear if you have any conflict of interest so that you do not visit your child's classroom. When the visit date has been agreed the timings need to be diarised with the school secretary

At your initial planning discussion with the subject leader/ head of key stage you will be given a timetable for the day of the visit (ideally in writing). The subject leader/ head of key stage may advise what will be being taught in the lessons being visited and the governor may also wish to relate this to the lesson plan, to see how the curriculum is being met. The timing of the visit is to be agreed taking account of governor commitments.

After the visit, the governor should discuss the visit and raise any queries with the head teacher in a brief review meeting.

The governor should then write a brief report, ideally using the agreed proforma, which should in the first instance be sent to any staff involved in the visit and agreed with the head teacher before it is circulated to the full governing body.

### **Guidelines on visiting**

- Contact subject leader/ head of key stage at least one beforehand
- Agree a plan for the school visit.
- Interact with the children.
- Talk to the children at their level.
- Jot notes down to assist in writing your report (but pass this by the teacher first)
- Do not sit at the back of the classroom.
- If the opportunity arises, have a non-judgemental informal discussion / feedback with the teacher at the end of the class visit.
- Visit length to be no more than 30 minutes in each classroom.
- Keep it relaxed.
- Try and know the lesson content before the visit.
- Put the teacher at ease.
- Look at the resources that are being used. Are they sufficient?
- Take part in an activity.
- Look at the overview of the lesson.
- Afterwards, meet the Head Teacher for a brief review.
- Write a report for the Governing Body, with a copy to the Subject Leader. This report to have been seen by the class teacher prior to wider circulation.

### **Informal or Supportive Visits**

In addition to the more formal visits outlined above, many governors also visit the school (often on a regular basis by some governors) to help in class (e.g. with reading or art), go on school trips, come to special assemblies, productions or events etc.

This type of visit is also very important as it gives governors an understanding of how the school works on a day to day basis.

These visits should not generate a formal visit report, however it is important that they are logged and recorded in some way to demonstrate governors' support of the school and their commitment to playing a part in the life of the school.

This log may take the form of a specific diary for governors where ALL visit activity is recorded, or a regular agenda item such as 'Governors in School' which is an opportunity for questions to be asked about formal reports and for all governors to itemise any informal visits they have made since the last meeting.

Governor Visit Report - template

<p>Churcham Primary School Governing Body</p> <p><i>Record of School Visit</i></p>	<p><u>Circulation:</u> All governors for meeting on .....</p>
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<b>Focus of visit:</b>		<b>Member of staff / class(es) visited:</b>	
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<b>Aim of visit:</b>	Tick if aim achieved
	<input type="checkbox"/>

<b>Preparation:</b>	

<b>Comments on visit focus:</b>	

<b>General comments:</b>	

<b>Provision for vulnerable children</b>	

<b>Challenge</b>	

<b>Impact</b>	

<b>Is the School Improvement Plan on track?</b>	