

Hawsker-cum-Stainsacre C of E VC
Primary School

GOVERNOR
MONITORING VISITS
POLICY

October 2017.

Context

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school. Undertaking visits demonstrates the Governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress.

The Governors visiting programme is an integral part of the school's yearly monitoring calendar. Governor visits focus on an aspect of the School Development Plan, Collective worship/RE or one of the Governors statutory duties. Each Governor is encouraged to make at least one visit a year during school time in accordance with the agreed timetable.

Visits enable Governors to:-

- See the school 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
- Clarify the etiquette, courtesies and expectations for the visit
- Plan which classes will be visited
- Draw up a timetable for the visit with the Headteacher or subject-coordinator
- Headteacher and/or the subject coordinator ensure that all staff are 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/subject coordinator
- 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 school team and are welcomed into the 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.

SCHOOL VISITS – AN AIDE-MEMOIRE

What is the purpose of the visit?

What has prompted my decision to visit?
 Who has prompted my decision to visit?
 Is the reason specific or general?
 What are my/other people's expectations?
 How can my visit benefit the teacher?

How shall I carry it out?

What particular areas of the school am I interested in?
 What particular activities am I interested in?
 What particular age-group(s) am I interested in?
 Are there any questions that can be answered by observation?
 What questions should I ask?
 Who should I ask?

Did I achieve my aim?

To what extent did I address the reason for my visit?
 Which of my questions did I answer?
 To what extent did I fulfil my own/other people's expectations?
 What difficulties did I meet and why?

Is there any follow-up?

Have I recorded my experiences?
 Did I 'report back' to the head and staff?
 Have I prepared a short report for the next governors' meeting?
 How can I build on this for the next visit?

	Always	Never
Before	Arrange details of visit. Agree purpose of visit Discuss the context of the lesson to be observed. Agree role within the lesson	Turn up unannounced
During	Keep to the role agreed Keep questions for the class teacher until after the visit is over Please remember confidentiality Stick to the times and purpose agreed Be sensitive to the mood in the classroom and the expectations of the children.	Assume a different role Walk in with a clipboard Distract the pupils from their task
After	Thank the teacher and the pupils -Discuss the visit with the teacher at their convenience -Feedback to the governing body	Leave without acknowledgement Break rules of confidentiality

Governor Visit Report: Hawsker-cum-Stainsacre C of E VC Primary School

Name:	Dates:
Purpose of visit:	<i>Classes/staff visited:</i>
Summary of activities	
What have I learned as a result of my visit?	Positive comments about the visit
Aspects I would like clarified/questions that I have:	
Ideas for future visits:	
Any other comments:	
Signed : (Governor)	