

Aycliffe Village Primary School

Great oaks from tiny acorns grow



Governor Visits to School Policy

Signature: <i>B Dean</i>	Chair of Children, School and Community Committee
Signature: <i>J Walsh</i>	Chair of Governors
Signature: <i>H Sutherland</i>	Head Teacher

Ratified by the governing body on	13.02.19
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Policy Review Date	February 2021
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Policy on Governor Visits to School

Context

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school against its stated objectives. Governor visits demonstrate Governors' role in the strategic management of the school, by holding the school to account and evaluating its progress. Although their role is strategic, it is important that Governors have some understanding of the practicalities and 'day to day' running of the school. Meeting children, talking to staff, visiting classrooms to see teaching and learning take place and observing and taking part in wider school events, will help Governors to understand some of the issues they are required to discuss and will enable them to make decisions with greater clarity.

Visits enable Governors to:

- Gain first-hand information to assist with the monitoring of the school development plan, school self-evaluation, policy making and decision taking
- See the school at work and observe the range of attitudes, behaviour and achievements
- Get to know children and staff and demonstrate their commitment to the school
- Give active support to the staff and 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
- Work in partnership with the school
- Observe policies and schemes of work in action

Visits enable staff members to:

- Find out more about the role of the Governor
- Demonstrate and explain the impact of specific schemes of work
- Draw attention to any issues they are facing
- Reflect upon practice through discussion

Governors are always welcome at the school to take part in and observe school events. However they should remember that they do not have a right of access. Any formal monitoring to be undertaken must be agreed in advance with senior and key staff members. Governors are reminded of the Code of Conduct which should be adhered to at all times.

At the start of the academic year 2018 – 2019, it was agreed that Governors would be linked to specific areas of the School Development Plan and responsible for monitoring these. This will enable monitoring to be focused on key areas for school improvement. Details of key responsibilities are included as an Appendix to the School Development Plan and are updated annually. We also have named Governors for key roles, for example Safeguarding, GDPR, Health and Safety, English and Maths.

Points to consider before visiting school to carry out monitoring

	Always	Never
Before the visit	<ul style="list-style-type: none"> • Pre-arrange your visit with the Head Teacher and relevant staff member at a mutually convenient time. • Agree the focus of your visit with the relevant staff member • Discuss the context of the visit 	<ul style="list-style-type: none"> • Turn up unannounced (to carry out monitoring)
During the visit	<ul style="list-style-type: none"> • Remember the focus of the visit • Act within the code of conduct • Keep an open mind and a willingness to learn • Be sensitive to the mood of the classroom • Act on the invitation of the staff member only (e.g, entering a classroom/ staff room) 	<ul style="list-style-type: none"> • Distract a staff member when teaching • Pursue a personal agenda • Enquire about the progress of your own children • Inspect the school • Make judgements about the quality of teaching or behaviour in lessons • Ask questions at an inappropriate time • Distract pupils from their task • Allow yourself to be pressurised by pupils or staff members into expressing opinions that could be construed as controversial.
After the visit	<ul style="list-style-type: none"> • Discuss the visit with the staff member, clarifying any issues • Complete the monitoring form and, if possible, ask the staff 	<ul style="list-style-type: none"> • Include comments about individual children in the report.

	<p>member for their comments</p> <ul style="list-style-type: none"> • Thank staff members and children for their time • Feedback to the Governing Body, as appropriate, during meetings and via the completed monitoring report. 	
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1. **Before the visit**

The Teacher and the Governor should have a clear focus for the visit.

- Will there be a tour of the school?
- Will the Governor be joining an assembly or other performance?
- Will the Governor be going into lessons?
- Will the Governor have the opportunity to meet teachers in advance?
- Will the Governor be meeting the Subject Leader?
- What will the Governor be observing?
- Will there be an opportunity for the Governor to discuss aspects of the visit with the Class Teacher before the Governor leaves the school at the end of the visit?
- Are there any relevant policy documents and/or curriculum guidance which it would be useful to read before the visit?

2. **During the visit**

On the day of the visit the Governor must arrive at the school at the appointed time and report to the school office. If they are unable to visit the school on the day arranged for the visit the Governor must inform the staff member as soon as possible.

The Governor must ensure that they are familiar with health and safety procedures of the school including what to do in the event of a fire. Information is available on the school website at www.aycliffevillage.durham.sch.uk and on the wall of the staffroom.

If the Governor sees something that concerns them, they must discuss this with the Deputy or Head Teacher. If this concern is of a safeguarding nature this must be reported to one of the Designated Safeguarding Leads (Mrs Helen Sutherland, Mrs Anne Brown or Miss Rebecca Peel)

3. After the visit

After visiting the school the Governor should:

- complete the Governor monitoring form and share a copy with the Head Teacher
- Provide an update during the full governing body meeting, when requested as part of the agenda.

Appendix 1 Governor Monitoring Form

Date:	Name of Governor:
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Focus/reason for visit:

Summary of monitoring undertaken

What is the <i>impact</i> of what you have observed and what is the <i>evidence</i> for this?
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Signature of Governor	
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