

Policy Title: Governor Visits Policy



Initiated: March 2005

Groups consulted: Governors  
Staff

Reviewed: March 2005  
January 2006  
January 2007  
December 2007  
July 2009 (awaiting Governors' approval)

Audience: Governors  
Staff

Policy located: Shared Drive  
School Website

Policy format: Policy for governors and staff (Full)

## **Governors Visits Policy**

Governors have the right to make a formal visit to the school, provided:

- they do so in connection with their responsibilities as governors,
- and the visit is on behalf of, or has been sanctioned by, the Governing Body.

### **Purpose of the visit:**

- ❑ The visit will link to an identified area of the College Improvement Plan
- ❑ The type of visit (classroom, playground, environment, health and safety, parent consultation evenings, shadowing staff or pupils, assembly, extra curricular, meeting key personnel, learning walk) will be outlined in advance of the visit.
- ❑ The purpose of the visit will be identified at the outset of the annual visits programme and it may be:
  - To fulfil the Governing Body's legal duty
  - To develop governors' understanding of the school's strengths and weaknesses
  - To support the school's work
  - To contribute to the Governing Body's monitoring role
  - To enable individual governors to ask informed and challenging questions at governing body meetings.
  - To help governors understand the teaching and learning process
  - To see policies in action
  - To demonstrate to staff and pupils that governors are interested in what goes on in school
  - To give governors an enhanced sense of identity with their school and the people who work in it.

### **When to visit?**

- ❑ The visit will be at an appropriate time to dovetail into the Governing Body meeting schedule.
- ❑ There will be a minimum of one visit per year per governor

### **Process of the visit**

- ❑ Wherever possible the visit will be undertaken by pairs of governors.
- ❑ Wherever possible the pair of governors will be from different committees.
- ❑ The length of time for the visit will be agreed in advance.
- ❑ The governors will sign up for the visit at the publication of the programme
- ❑ Decide on the feedback - to whom?
- ❑ The visit should result in a short written report. Neither staff nor students should be identified in the report and the report should be shared with the headteacher first. It should reflect what was seen and learned and what issues (if any) need to be considered by the governing body.
  - Governors visit schools as lay people, not as inspectors, even when they have personal professional expertise in the particular subject area. A visit will only ever provide a snapshot of what goes on; it may not always give a full and balanced picture of the real state of affairs. That is why it is always important that the information and impressions gained by individual governors during a visit are checked and, if necessary, revised in consultation with the headteacher, appropriate member of staff or relevant head of subject area.