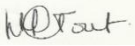




Policy Name	Governors' Visit
Review and Approval by	Full Board of Governors
Date Ratified	18/05/16
Signed By	
Position	Chair of Board of Governors
Review Period for this Policy	3 Yearly
Date for Future Review	May 2016

Implementation of this policy supports the duties to promote equality of opportunity and positive attitudes in relation to disability, gender and race and to eliminate discrimination on the grounds of age, disability, gender, race, religion or belief and sexual orientation.

Date	Changes
30/01/16	Amend Governing Body to Board of Governors.
18/05/16	Following governor training, the completed visit form will be shared with the Headteacher before being sent to the Clerk.

Montpelier Primary School acknowledges the importance of governors visiting school as a vital tool in ensuring that the Board of Governors can evaluate the impact of their plans and policies on the day-to-day operation of the school, raise their awareness of life in the classroom and develop positive relationships between teachers and governors, fostering a sense of partnership.

Governors are not inspectors and are visiting to gain knowledge or to monitor the development of items on the School Improvement Plan. Governors are asked to record their visit as evidence for any subsequent Ofsted inspections.

4 steps to a visit

- 🕒 Before the visit, agree with the link member of staff as to the focus of the visit.
- 🕒 Arrange a time to visit with the link member of staff and/or other class teacher(s) informing them of the focus of the visit (it is helpful to meet teachers prior to entering lessons).
- 🕒 Email senior leaders (Headteacher, Deputy and Assistant Headteacher) informing them of the visit and the arrangements in order that any pertinent information can be passed to the governor prior to the visit.
- 🕒 Ask if there is any information that should be read prior to the visit.

The visit may be focussed on an action from the School Improvement Plan or be a general visit to learn about your specific area of responsibility.

What can governors observe on a visit?

External appearance

- 🕒 Are the school grounds tidy, attractive and well maintained?
- 🕒 What is the general state of external decoration?
- 🕒 Is the school entrance welcoming?
- 🕒 Are there adequate signs directing you to the reception?

The school in general

- 🕒 Is the reception area well maintained?
- 🕒 Is there an adequate visitor signing-in procedure?
- 🕒 Are there lots of examples of children's work displayed?
- 🕒 What is the overall atmosphere in school?
- 🕒 What sort of a general welcome did you receive?
- 🕒 What is the general state of the internal decoration?
- 🕒 Are there any obvious examples of community links?
- 🕒 What is the general standard of pupil dress and behaviour in school?
- 🕒 How effective are communications, within and outside of school, with parents, governors, community and interest groups?
- 🕒 How is success and behaviour measured and rewarded in schools?

The classroom

- 🕒 Are the pupils busy and active within the classroom?

- 🌱 Are the pupils interested in their topic?
- 🌱 How is the classroom resourced?
- 🌱 Are there any areas where resources could be improved with extra finance?
- 🌱 Were you welcomed into the classroom?
- 🌱 Is plenty of the pupils' work displayed?
- 🌱 What is the standard of the displayed work?
- 🌱 What is communication like in the classroom?

On the visit day

- 🌱 Arrive on time and ensure you have a visit reporting form.
- 🌱 Please take informal notes if it will help you prepare feedback for other governors.
- 🌱 When visiting classrooms always be mindful to be supportive to teaching staff and pupils.
- 🌱 Please be aware that teachers are working during your visit, and lengthy discussions are not possible when teaching. Arrangements can be made to discuss the visit afterwards, which staff welcome and appreciate.
- 🌱 After the visit thank the member of staff, and the children.
- 🌱 Prepare your feedback.
- 🌱 Please send your completed visit forms to the Headteacher for review before sending them to the Clerk who will then file them for ease of access.

Procedures in the event of concern

Where concerns exist it is vital that they are discussed immediately with either the link member of staff or the Headteacher. If you are not satisfied with the response and remain concerned, your next step should be to talk to the Chair of Governors.

And finally . . .

- 🌱 Enjoy your visits to school!
- 🌱 Encourage other governors to visit.
- 🌱 Remember that as well as being a duty and a pleasure it is a privilege to go into a school.
- 🌱 You may observe children's work, health or they may innocently reveal things about their home life – it must remain confidential.
- 🌱 A good reputation is very hard to gain and very easy to lose. As a Governor you are part of a team aiming to build this good reputation. It can be extremely damaging if concerns are expressed to the community.