



Governor Visit Guidance

Autumn Term 2015

Purpose

The purpose of this guidance is to ensure a consistent approach towards school visits throughout the governing body and clarity of reason underpinning each visit.

What is a governor visit?

School visits by governors are a significant part of the governor's role. They provide a useful way for governors to gain an understanding of the ways in which the school works, to enable them to monitor and verify that work, and to report back to colleagues. Although not exhaustive, here are some examples of governor visits:

- Shadowing a School Improvement Partner (SIP) visit
- Visiting school to walk around and talk to pupils and/or staff, generally focussed on something specific such as behaviour, classroom displays, lunchtime activities
- Attending any meeting where formal minutes will not be taken e.g. informal governors meeting, staff meeting, meeting with a subject lead
- Shadowing a lesson observation undertaken by a member of the Senior Leadership Team
- Attending a school trip or other educational visit
- Observing an assembly
- Visiting school to look at evidence, information and records in relation to governance

Good visits are productive when structured and have a focus that contributes to the strategic development process and help the governing body fulfil its key duties.

It is possible that tensions can arise for both staff and governors. Recognising these, being explicit about purpose and building trusting and professional relationships are the key to ensuring that visits are a valuable experience for all concerned.

Before the visit:

- Check convenient with appropriate staff member by contacting the school office
- Give as much notice as possible; please note that less than 24 hours may not be sufficient
- Identify at least one purpose for the visit and link with the School Development Plan (SDP) and/or key governors' roles where possible
- Identify the activities to be undertaken during the visit



Elloughton Primary School: Policies, Procedures, Codes & Guidance

- Discuss with the Headteacher to see if there is any supporting documentation that will add value to the visit - OFSTED report, SDP, SIP Record of Visit etc. Try to get as much context for the visit as you can.
- Refer to evidence goals that support each committee's terms of reference for information on what to look for, specific to the current Ofsted Inspection Framework

During the visit:

- Sign in at reception and wear Governor badge
- Observe school safeguarding policy at all times
- Be courteous towards all people and ensure your presence creates minimal disruption to teaching
- Please leave questions for teachers until a suitable break in the lesson or break time
- Ensure any objectives of the visit are met
- Make notes if necessary, to help with completion of the Governor Visit Record
- It is essential to discuss with the member of staff what you have observed as soon as possible and before discussing it with anyone else. Use the discussion to clarify any issues you are unclear about. It might not be possible to do this straight away if, for example, the teacher has things to do at the end of the lesson e.g. another lesson, a duty or meeting to attend. Arranging a time for this discussion could be part of the planning for the visit.
- If there are any urgent action points, discuss those with the Headteacher or member of the Senior Leadership Team. Inform the Chair of governors.
- Sign out when leaving the school premises

Within 7 days of the visit:

- Complete the Governor Visit Record, remembering data protection and confidentiality
- The record makes reference to the type of information or evidence that might be seen, the relevant Committee(s), and the SDP
- The Governor Visit Record is a fillable PDF document that should be saved to your computer, then emailed to the Headteacher and Chair of governors.



Elloughton Primary School: Policies, Procedures, Codes & Guidance

What happens next?

- The Headteacher will note any actions arising from the visit and will feedback on progress with these actions to the governor concerned.
- The Headteacher will forward the Governor Visit Record to the school office for it to be logged and retained.
- The Chair of governors will note the contents of the Governor Visit Record and email it to the Chair(s) of the relevant Committees, picking up any urgent actions or further information required.
- The Committee Chair(s) will include the governor visit on the agenda for the next Committee meeting, request information or feedback from the Headteacher, and will close out the visit.

Adoption, Approval, Sign Off

Signed	
On behalf of	Full Governing Body
Date	Autumn Term 2015

Document Control

Title of document	Governor Visit Guidance
Revision number	0
Review frequency	3 years
Next review date	Autumn Term 2018
Type or status	Guidance
Statutory?	No
Notes	N/A