

## GOVERNOR VISIT POLICY



### INTRODUCTION

Some Governors may be concerned about making visits to school and particularly about visiting a classroom. The purpose of this policy is to suggest how a visit could be conducted in a way that alleviates this concern and allows Governors and staff to gain the most from the visit. Visits should have a clear purpose and can be used to:

- Observe
- Evaluate resources and environment
- Gather information to assist in decision making and in developing initiatives
- Support the staff
- Become known by the staff and pupils and demonstrate commitment
- Monitor the work of the school

### GOVERNOR COMMITMENT

Governor visits are linked to the School Development Plan (SDP) and Governors are asked to commit to a particular area of this at the start of the school year. It is recommended that Governors make a termly visit into school in order to monitor the impact of any initiatives. Any reports following visits will be shared at the next termly Governor Day. In addition, Governors who are able to attend Governor Days each term, also have the opportunity for further classroom visits during the day.

### VISIT GUIDELINES

What to do before the visit

Meet with the Head Teacher or Class Teacher to discuss your plans and seek approval to proceed.

It is essential that Governors liaise with relevant staff to organise a visit preferably before the next Governor Day. This is absolutely essential. Recognising tensions, being explicit about purpose and building a trusting and professional relationship are key to ensuring visits are a valuable experience for all concerned.

- Discuss the purpose
- Find out how (if at all) you should get involved in the lesson. Join in but ensure that you are aware of the bigger picture. Try not to get too involved with one group and not see what is going on around you

- Stick to the lesson plan/follow the methods the class teacher is using when supporting children - do not use your own methods as this can be confusing for pupils e.g. when using a particular method of calculation in Maths
- Get to know more about the subject. Is there any literature you can read?
  - School Development Plan (SDP)
  - Self Evaluation Form (SEF)
  - OFSTED report

The visit can take the form of:

- Meeting with the staff
- Pupil interview
- Looking at pupils work
- Meeting with selected staff groups
- Classroom visit

What to do during the visit:

- Dress 'smart casual' – don't be intimidating
- Do what you agreed in the meeting with the class Teacher
- Get involved
- When appropriate ask questions, be courteous not critical
- Keep an open mind, be flexible and go with the flow
- Make sure you arrive on time
- On arrival remember to follow the school's security procedures and wear ID.
- Remember that you are there to learn
- Avoid getting drawn in to any discussion on personal or general staff grievances
- Avoid getting into discussion on a personal level with the children.
- Keep all information gained in school confidential at all times.

What to do after the visit:

- Write down your observation on the school proforma and give to the Head Teacher
- Feedback to the Head Teacher
- Report back verbally on your written report at the next Governor Day. It will be particularly valuable to describe what you did on the visit, what you learned and how this links to the School Development Plan priority.