

Scholars' Education Trust

POLICY TITLE:	GOVERNOR SCHOOL VISITS
STATUS	NON-STATUTORY
REVIEWED BY:	FGB / Trust Board
DATE DUE:	February 2018 (approved 27/02/18)
NEXT REVIEW:	February 2022
AUTHOR:	CHIEF OPERATIONS OFFICER

RATIONALE

Every Governing Body has a statutory responsibility to establish and monitor its school's policies and evaluate the effectiveness of the school and its curriculum. Governors are also held to account for their own school's performance. The Office for Standards in Education (OfSTED) assumes that Governors know the strengths and weaknesses of the school, and will test that assumption during a school inspection.

One of the best and most effective ways in which a Governor can get to know about their school is to visit during the school day and see it at work. The LGBs may appoint link governors to facilitate the liaison between the governing body and specific subject/curriculum areas or aspect of the work of the school.

The role of a link governor is a source of support to the school and a source of information for the governing body. An integral part of the link governor role is to view lessons in particular subject/curriculum areas and to learn about the general running of the school. It is not an inspection but a fact finding and observational opportunity.

The policy includes a sample Governors' Visits report form which will help guide discussion on the issues raised and also provide a formal record for OfSTED of the Governors' structured involvement in the work and life of the school. It should not, however, form part of any other evidence base e.g. a member of staff's performance management.

PROTOCOLS

All visits to be by prior arrangement with the headteacher who will arrange the visit with the staff concerned. Feedback, either verbal or written, to be given to the member of staff and the headteacher following the visit.

ROLES AND RESPONSIBILITIES

The governing body is responsible for ensuring this policy meets the needs of their school and is regularly reviewed and monitored for its effectiveness. The headteacher is responsible for ensuring all staff, students and parents are aware of the policy and that the policy is fully implemented.

MONITORING AND EVALUATING THE POLICY

Governors will review this policy bi-annually and consider annually: Are we doing what we

set out to do?; Are our visits achieving the potential benefits identified in the policy?; Are we better-informed and enabled to make sensible decisions?; Have we developed a further method of direct communication with staff?; • Do the staff feel affirmed and valued?; Have there been any unexpected benefits?; How can we make the policy and practice even better? This review will be reported annually to the Trust Board.

Equalities impact assessment considered

APPENDICES

Appendix 1 - Governor Visits' procedures

Appendix 2 - Record of Governor's Visit

Appendix 3 – Examples of Forms

APPENDIX 1

SCHOLARS' EDUCATION TRUST SCHOOL

Governor Visits Objectives

To establish and develop effective relationships with the staff
To have a greater understanding of pupils' needs
To recognise and celebrate success
To monitor the implementation of the School Development Plan
To increase their first hand knowledge of the school which will inform strategic decisions
To understand the environment in which staff work and teachers teach
To see policies and schemes of learning in practice
To find out what resources are used, what resources are needed.
To show support and encouragement to staff and students
To demonstrate that the Governing Body is contributing to the school's self-evaluation process
To develop links with a class, year group or subject area
To develop individual Governor's roles in terms of their specific responsibilities e.g. Special Needs, Literacy etc

Responsibilities of visiting Governors and Staff

- (a) Governors will not make judgements about the effectiveness of the teaching they observe;
- (b) Governors will not pursue a personal agenda or seek to take advantage of their position;
- (c) Governors will express their gratitude, and any positive feed back to staff (and pupils) as soon as possible and provide informal verbal feedback to the Headteacher at the conclusion of each visit.
- (d) Governors to provide written report to file with Clerk; (see sample report form below)
- (e) Governors and staff will respect confidentiality arising from any aspect of the visit;
- (f) Any action points arising from the visit will be discussed and agreed by appropriate parties.

APPENDIX 2

SCHOLARS' EDUCATION TRUST SCHOOL

RECORD OF GOVERNOR'S VISIT

Governor's Name	Date of Visit
Focus of visit	
Areas/classes visited	
Sources of information: <i>e.g.: Headteacher, class teacher, display work, students' workbooks, talking to students, looking at resources</i>	
General comments:	
Summary of what was learned:	
Points to take forward for discussion at the governing body meeting:	
Signed:	Date:
Received and discussed with Headteacher:	
Received by the Governing Body:	



APPENDIX 3

STEP 1

Governor & Teacher Information Gathering Visit

Governor Name:	
Date of visit:	
Subject:	

What methods do you use in marking to help the children to both see and evaluate their progress?

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How do the children respond to this?

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What extra help or encouragement are you able to offer children in the vulnerable groups?

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Where has funding been used in the last year and what was the impact of this?

What are your priorities for the upcoming year?

Is there anything else to share?

Signed:

Name in block capitals:

Date:



Report on Governor Visit to the School

Governor Name:	
Specific Role:	
Purpose of the visit:	
Date of visit:	
Process of the day (morning/afternoon)	

Key Observations relating to purpose of visit	Review Point/Ofsted point?
	School Plan?
	Progress Review
	Learning Walk/Observation



General observations not related to main purpose	
Main Conclusions	Action points before next visit
	Action Points to follow up on next visit

Signed:	
Name in block capitals:	
Date:	



Governor Subject Reports

To be compiled at the end of the Academic Year

Governor Name:	
Subject:	

Looking at the School Development Plan for 2017-2018 what has been successful?

What still needs developing?

What will be prioritised in your next development plan?

What evidence of provision is there?

Where has funding been used in the last year and what was the impact of this?

Has there been opportunities for enrichment/ use of PPG to include vulnerable children via trips, resources, wonder weeks/days?



How has curriculum coverage and standards been monitored this year?

How are you ensuring pitch of lessons is accurate?

When considering standards and reaching age related expectations – how are you monitoring progress?

As a Governor with responsibility for this link role, what will you do to support this area of the curriculum and the subject leader?

Signed:

Date: