

Sharps Copse Governor Visit Policy

Sharps Copse Primary School acknowledges the importance of Governors visits to the school as a vital tool in ensuring that the Governing Body can evaluate and monitor 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 staff and Governors, fostering a sense of partnership.

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school. Undertaking visits demonstrates the Governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress.

Purpose:

The purpose of this policy is to provide a framework for governors to make focused visits to school so that they can build an effective working relationship with the staff and have a better understanding of the context in which they work. Governors will have the opportunity to observe policies and plans being implemented on a day to day basis. These findings will help the whole governing body and its committees make well-informed judgments about the progress being made towards the priorities and targets in the School Development Plan. The process will enable the governing body to recognise and celebrate the efforts and successes of pupils and staff and to identify further areas for development.

Guidelines for a visit

- The Governing Body will, with the help of the Headteacher and staff, organize a schedule of visits throughout the year.
- Visits should have a clear focus linked to a curriculum subject, a school policy, an aspect of the School Development Plan or some other specific area of the management of the school.
- The date, time and purpose of each visit will be arranged with the Headteacher and other staff involved. This should be done at least one week in advance.
- Governors and staff should agree the main area of focus for the visit and to whom it would be useful to talk. They should discuss the proposed agenda with any staff involved.
- If a governor is to spend time in the classroom, this should be discussed beforehand so that teachers and governors are clear how long the governor is coming for, what they are going to look at and what they are going to do.
- Any relevant documentation should be read in advance
- Governors will respect the professional roles of the Headteacher and staff
- Confidentiality should be adhered to. Observations should be shared only with the relevant staff member and Head teacher, not other staff or parents.

A Governor Visit is **NOT** about making judgements on the quality of teaching, checking progress of individual children pursuing a personal agenda or monopolising a teacher's time

Before the Visit

- Agree the focus with the Headteacher and the appropriate member of staff
- Be clear on the context of the lesson to be observed
- Clarify your role within the lesson
- Arrange to speak to the teacher at a time to suit them

During the Visit

- Be punctual
- Keep to the agreed timetable and purpose
- Remember confidentiality
- Ask if you can have an opportunity to talk to pupils
- Respect the professionalism of the staff by being supportive but not interfering

After the visit

- Make time to talk to the teacher and get their view of the session and also clarify any issue you are unclear about
- Thank the teacher and class
- Feedback to the Governing Body by completing the agreed form. This should go to the Headteacher in the first instance and then to the Clerk and Chair
- Governor Visits will be an Agenda item at each FGB.

Informal visits

Less formal visits can take many different forms and Governors are encouraged to visit the school on a regular basis. The following are examples of those opportunities:

- Attend a school function or educational visit
- Help in a class
- Join the children for lunch
- Attend a School Council meeting
- Be present at a Parents Evening
- Attend Sports Day

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