



The Carlton & Faceby and Bilsdale Church of England Federation

Governor School Visit Policy

Author	Adopted from NYCC
Adopted by	Governing Body Signed: <u>B. Workman</u> Date: 5 th July 2021 (Chair of Governors)
Date	July 2021
Review Date	July 2024

Governors School Visits Policy

Background

The Governing Body has appointed link governors to act as 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 as 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 visit the school and view lessons in particular subject/curriculum areas and to learn about the general running of the school.

It is important that visits are conducted in an appropriate way and the purpose of this policy is to provide a framework for visits with the following objectives:

- To enable all participants to make the most effective use of the visit;
- To help the school community to get to know the governors;
- To ensure that visits are conducted properly;
- To contribute to school improvement;
- To enable the Governing Body to carry out its statutory duty to monitor and evaluate the work of the school.

Format of visits

- a) The Governing Body, acting in consultation with the headteacher, will approve a schedule of governor visits annually to take place throughout the school year. The number of visits will be based on an average of two (or such number as is felt appropriate) visits per term.
- b) All staff will be provided with a copy of the schedule;
- c) Each visit will have a clear focus, linked to a particular subject/curriculum area;
- d) It is the responsibility of the visiting governor to arrange the date and time of their visit with the Head Teacher and agree the purpose of the visit;
- e) At least one school week in advance, the Head Teacher will notify all appropriate staff of the date, time and purpose of the visit and arrange for any relevant information to be available for the visit;
- f) Governors visiting the school to observe lessons shall be present at the beginning of the lesson to:
 - Enable the governor to be introduced to pupils and explain the purpose of the visit;
 - Avoid disruption to lessons.

Aspects for consideration during the visit

- Good quality learning resources
- Attractiveness or otherwise of the area visited
- Health and Safety issues
- Deployment of other adults in the classroom
- Children enjoying their learning
- Positive relationships between adults and children
- Implementation of the school Behaviour Policy
- Respectful and supportive relationships between children.

Responsibilities of visiting Governors and Staff

- Governors will not make judgements about the effectiveness of the teaching they observe

- Governors will not pursue a personal agenda or seek to take advantage of their position
- Governors and staff will respect confidentiality arising from any aspect of the visit
- Governors will ensure the Head Teacher is aware of visits that have been arranged
- Consider whether the Governor will work with pupils, sit quietly and not participate in any way, or talk to pupils while they are on task
- When talking to pupils about their work, agree with the class teacher how this will be done so that the flow of the lesson is not interrupted
 - Share with the children the purpose of the visit – let them know that you are a Governor and that you are interested in how they are learning
 - Share any observations with the subject leader or Head Teacher
- The Head Teacher will provide feedback to appropriate staff as soon as possible after each visit
- Governors will record their visits and observations (non-judgementally) in a written report for the subject leader or Head Teacher for consideration at the next meeting of the Governing Body Meetings with subject leaders and the Head Teacher
- Looking at data (anonymised) – the Governor will look at national standards and expectations, school assessments, tracking and progress
- Looking at children’s work – the Governor will look at content, quality of presentation, implementation of the Marking and Feedback Policy and how children are challenged to make next steps.

The Carlton & Faceby and Bilsdale CE Federation

Governors Visit Report Form

Name of Governor:	Focus (curriculum area):	Date of Visit:
Class visited:		
Class Teacher:		
Reason for visit:		
Information gathered during visit:		
Behaviour/Attitudes:		
Follow-up action needed:		
Key issues arising for the Governing body:		

Suggested Governor Visits Overview

	Term 1	Term 2	Term 3
English	Data, policy and action plan	Learning Walk or Book Scrutiny	Learning Walk or Book scrutiny
Mathematics	Data, policy and action plan	Learning Walk or Book Scrutiny	Learning Walk or Book scrutiny
Science	Data, policy and action plan	Learning Walk or Book Scrutiny	Learning Walk or Book scrutiny
Premises/H&S	Inspection with Head Teacher	Inspection with Head Teacher	Inspection with Head Teacher
Safeguarding	Meeting with Head Teacher	Meeting with Head Teacher	Meeting with Head Teacher
SEND	Meeting with SENDCo	Meeting with SENDCo	Meeting with SENDCo