



## GOVERNOR VISITS POLICY

### Aims

Through our programme of individual governor visits to Haddenham Infant School we aim to:

- Improve governor knowledge of the ethos of the school and awareness of the work on the curriculum.
- Assist the whole governing body to fulfil its statutory role.
- Assess the effectiveness of the current School Development Plan.
- Improve the governor understanding of the needs of the school and the priorities for the future School Development Plan.
- Improve governor links with staff, pupils and parents.
- Help governors to be better able to support the school community.
- Highlight the need for particular resources.

### Timetable of Visits

- All governors to visit at least once a year during the working day.
- All new governors to be offered an introductory visit soon after their appointment to the governing body as part of their introductory programme.
- Governors to be welcome to visit the school on many occasions during the school year taking into account the needs of all concerned and the appropriate timing of visits.
- Specific invitations to be sent for some occasions.
- Visits to be planned in advance after liaison with the Headteacher.
- Governors to receive copies of all parent newsletters.

### Focus of Visits

Visits will focus on aspects of the School Development Plan, areas about which governors wish to inform themselves and on carrying out the work of the governing body such as Health and Safety and Numeracy, Literacy and ICT curriculum governor roles.

### What Governor Visits are NOT About

- Making judgements about quality of teaching.
- Checking on the progress of their own children.
- Pursuing personal agenda.
- Monopolising teachers' time.
- Arriving with inflexible preconceived ideas.
- Interrupting, giving ideas or suggestions during teaching time.

### Format for Visits

1. An initial meeting with the Headteacher to discuss arrangements for the visit.
2. Most visits take place in the classroom and staff will have been informed of the date and purpose of the visit. This will have enabled them to prepare any information related to the focus of the visit and to set up a programme for the governor. This might include:
  - supporting a group of children on a set task
  - informal observation of children at work
  - opportunities to speak to children on their work in progress
  - opportunities for observing displays of work in their classroom which show progress over timetabled discussions with a subject leader

Governors will be expected to be present at the beginning of a lesson to enable the teacher to introduce them to the class and explain the reason for their presence.

3. A further meeting with the Headteacher to review the visit, discuss any queries and to share any written report.



Other less formal visit opportunities to build knowledge of the school should be seen as a complement to formal visits rather than an alternative:

- hearing reading
- helping with clubs
- helping with classroom activities including Team Time
- assisting with school trips
- supporting school events

#### **The Follow-up**

- Governors to fill in a report for the governing body/staff as appropriate (see attached).
- Feedback to governing body in main governing body meeting (to be included on the agenda) in the form of a short summary report.
- Staff and governors to give opinions on the effectiveness and success of these visits.
- Governors and staff to review the policy once a year.

**Adopted:** May 2005  
**Reviewed:** March 2009  
**Reviewed:** March 2015



## VISITING GOVERNOR REPORT

**Name:**

**Date:**

**Area/Responsibility:**

**Class/Staff visited:**

**Objectives of the visit:**

**Brief notes:**

**Positive feedback:**

**Two questions (if appropriate):**