

***Live . Love . Learn - Littletown***

**GOVERNOR VISITS POLICY**

**This Policy was adopted by the Full Governing Board of**

**Littletown Primary Academy**

**On 15th November 2022**

**signed…………………………………………………..**

**(Chair of Governors)**

**Date Policy to be reviewed on:**

**October 2024**

Littletown Primary Academy and Nursery

**Governors' visits to school policy**

1. **Context**

Individual governors do not have an automatic right to enter the school whenever they wish. However, they need to be able to visit from time to time to develop their understanding of the school. These visits enable them to fulfil their statutory responsibility for the performance of the school. Governors should arrange their visits with the Principal, who has responsibility for the day-to-day management of the school.

The governing body should plan visits and each visit should have a clear purpose. They do not replace professional inspection or the monitoring and evaluation carried out by the principal and senior leadership team.

This policy applies to visits initiated by the Governing Body or individual governors and will primarily be used to undertake visits for the monitoring of the School Development Plan (SDP), Major Capital Expenditure Plan and other similar activities. It does not apply when Governors are invited into school e.g. to attend working party meetings, training, school performances, ad-hoc meetings etc.

1. **Purpose of the visit**

Visits are undertaken to:

* improve Governing body knowledge of the school and the people that work in it
* assist the Governing body in monitoring the implementation of the SDP
* assist a Governor to fulfil a specialist governor role
* assist the Governing body in fulfilling its statutory duties
* assist the Governing body in making informed decisions

Governors should not pursue any personal agendas or arrive with inflexible preconceived ideas.

Governors are not to make any judgements about pupil's work, behaviour, any teacher's classroom practice or issues relating to the day to day running of the school. Those are the responsibility of the Principal.

1. **Planning the visit**

Visits should be undertaken only as part of a programme formally organised by the Governing body and with approval of the Principal.

The principal should be kept informed of, and agree, the subsequent details of the planned visit.

If the visit is to involve any member of staff, then that member of staff must be fully involved in the planning through the appropriate member of the leadership group.

The Governor(s) making the visit should make themselves fully acquainted with health and safety procedures, including fire safety, prior to making the visit.

1. **During the visit**

Governors will at all times report to reception upon arrival and follow the procedure for visitors in order to provide a good example for other visitors.

If visiting a classroom, the Governor must arrive at the time planned to avoid disrupting the learning process, and follow the agreed purpose of the visit. Governors must be aware that some teachers may feel nervous or anxious about having a visitor in the classroom. At the end of the visit thank everyone concerned including the children.

Governors should be aware of their behaviour and avoid any implication that they are inspecting, such as by using a clipboard.

1. **Following the visit**

After visiting the school the governor(s) should:

* give some time and thought to reflection
* complete a visit report outlining the purpose and results of the visit that is then handed to the principal raise any concerns sensitively with the principal
* consider what went well and what did not go so well with respect to your involvement in the visit
* consider what you would do differently in a future visit

The Governor should report back to the governing body or committee as appropriate.

Related documentation

**Appendix 1** – Protocol for visits

**Appendix 2** – Governor visit summary form

**Protocol for visits Appendix 1**

Governors visit their school to enhance their understanding of the school's work and to help fulfil their responsibilities of monitoring and evaluating the school.

We have a governor monitoring plan which includes an agreed schedule of governors' visits to the school, reflecting the priorities in the school improvement plan and the specific interests and responsibilities of governors. The Clerk to Governors keeps a file of monitoring and visit reports.

Monitoring reports are submitted via the Principal to the FGB for review.

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|  | **ALWAYS** | **NEVER** |
| **BEFORE** | Agree purpose of visit with the headteacher and staff involved  Agree how much time is required.  Agree when you will report back to the Principal/Chair/Board  Prepare notes for yourself to stay ‘on task’ in the visit make sure you focus on the agreed purpose  Prepare questions in advance and share with staff beforehand  Consider practicalities (dress, parking, time of arrival, who to report to etc).  Find out how each teacher wants you to contribute (or not). | Turn up unannounced. |
| **DURING** | Introduce yourself to staff and pupils.  Note and praise the positive.  Ask questions to increase understanding.  Remain focused on the purpose of the visit. | Walk in with a clipboard.  Arrive with preconceived ideas.  Interrupt the teacher.  Make professional judgements about staff expertise (governors are not inspectors).  Pursue your own personal agenda/focus on the progress of your own child.  Monopolise the children's or the staff's time. |
| **AFTER** | Thank the teacher/leader and any pupils.  Discuss visit with the teacher as appropirate  Compile a summary of the visit (use framework at appendix 2 if appropriate).  Send a draft of the visit summary to Principal for agreement  Be prepared to amend it. Aim to achieve a report that is agreed by those involved.  Raise any concerns sensitively with the Principal.  Reflect: how did that go? Has the visit enhanced relationships? Have I learned more about the school? Have I helped the governing body fulfil its duties? | Leave without a word. |

**LITTLETOWN PRIMARY ACADEMY and NURSERY Appendix 2**

**GOVERNOR VISIT MONITORING FORM**

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| **NAME OF GOVERNOR** | **DATE OF VISIT** |
| Subject and focus of visit:  School Development Plan Strategic Goal link: | |
| Details of Visit: | |
| Areas highlighted by staff or following discussions with staff: | |
| Governor Signature:  Staff Signature: | |
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