

POLICY and PROTOCOLS for GOVERNOR VISITS IN YATTON SCHOOLS

Document Information			
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Signature (FGB)	Not required	Signature (Head)	Not required

Context

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.

The Governor's visiting programme is an integral part of the school's yearly monitoring calendar. At the Pupil Quality Assurance meeting held on 3rd October 2011 it was agreed that there would be a governor visit each month which would focus on an aspect of the School Development Plan or one of the Governor's statutory duties. Each Governor is encouraged to make at least one visit a year during school time and governors will often monitor an area of the School Improvement Plan in pairs in accordance with the agreed timetable.

Aims

Governor Visits will be an enjoyable experience for all involved, and will result in effective monitoring by the Governing Body, which will contribute to school improvement.

Visits enable Governors to: -

- See the school at work and observe the range of attitudes, behaviour and achievements
- Get to know the staff and demonstrate their commitment to the school
- Give active support to the staff and the activities of the school
- Be aware of the effect of change and different approaches to teaching and learning
- Evaluate resources and discuss with staff further requirements
- Gain first-hand information to assist with policy making and decision taking
- Work in partnership with the staff
- Better understand issues raised by the schools' monitoring data

Before making a visit Governors will

- In partnership with the Head teacher organise the date, time and focus of the visit.
- Clarify the etiquette, courtesies and expectations for the visit - Please remember that observations do not require judgement on the teacher.
- It might also be useful to clarify some 'what ifs' beforehand. For example: -
- What if I see children misbehaving when the teacher doesn't?
- What if a pupil asks me how to do something?
- What if I have a suggestion to make?
- The Head teacher/ Deputy Head will ensure that all staff are aware of the visit and the expectations on them.

On the day of the visit the Governor will remember to: -

- Check-in with the Head or Deputy.
- Don't lose sight of the purpose of the visit
- Be courteous, friendly not critical
- Listen, observe and ask questions (at times that won't distract the teaching or learning.)
- Get involved with activities if you are invited, but otherwise be careful not to intervene
- Respect the professionalism of the teacher.
- Thank staff and pupils at the end of the visit

After the Visit

- Complete the Governor Monitoring Report form so that there is feedback to the Governing Body. A copy of this form should be sent to the Head teacher and the Governor's Clerk. (Please see Appendix 1 for the relevant form)
- Check-back with the Head teacher or Deputy to discuss any points from the visit.

Policy Review

The policy should be reviewed every two years. The key questions should be:

- Has every Governor visited at least one lesson during the year?
- Has each Governor made links with their allocated School Development Team?
- Are our visits achieving the potential benefits identified in this policy?
- Have there been any unexpected benefits?
- How can we make policy and practice even better?

Governor Monitoring Report

Name:	Date:
Focus of visit (link to strategy and school improvement plan)	
Summary of activities e.g. talking to staff and pupils, looking at specific resources, having lunch etc.	
What have I learned as a result of my visit? (relate this back to the focus of the visit)	
Aspects I would like clarified/ questions that I have:	
Actions for the governing board to consider:	

Any other comments/ ideas for future visits:

Signed _____