

# St Vincent de Paul Catholic Primary School



## **GOVERNOR VISITS POLICY**

*“We are called to be the hands and face of Jesus as we learn  
love and grow together”*

Reviewed: Autumn 2018  
Next review: Autumn 2019  
Reviewed by: Teaching and Learning Committee

Signature: .....

Chair of Governors

Ratified at Full Governing Body meeting

Date ratified: 20<sup>th</sup> November 2018

# **Policy to Guide Governor Visits to School**

## **Back ground Information**

At St Vincent de Paul School governors are highly valued and essential members of our community. They demonstrate huge commitment and dedication and their expertise, drawn from a variety of professional backgrounds, is impacting positively on school improvement.

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.

Governors are an important part of the school team and are welcomed into the school by staff. It is important that Governors remember to respect the professionals and the children, support the Headteacher and the staff, and acknowledge that they represent the full Governing Body. If the agreed principles and procedures are followed then 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.

The Governors visiting schedule is an integral part of the school's yearly monitoring calendar.

The school intends to offer at least two opportunities each year for Governors to join together during the school day to work on a specific strategic purpose. This will involve seeing the school in action during the day. In addition to this Governors are encouraged to be involved in other events that happen in school from time to time. Each Governor is encouraged to make at least one visit a year during school time, agreeing the purpose of the visit with the Headteacher in advance.

Governors may visit the school in order to experience a variety of activities. For example they may wish to attend a school assembly especially if it is being presented by a class or year group. They may volunteer to be an extra adult on a school trip or to assist with a specific activity such as an outdoor learning lesson. On some occasions they may wish to meet with a class teacher or other member of staff to discuss curriculum developments or to become more familiar with a specific policy. Governors may also benefit from a tour of the school or by visiting a classroom to observe learning opportunities for pupils.

To ensure that governor visits are worthwhile and purposeful the following guidelines should be agreed and followed.

### **Properly planned visits will enable Governors to:**

- see the school at work and observe the range of attitudes, behaviour and achievements
- get to know the staff and experience 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

### **Before making a visit Governors will:**

- contact the Headteacher and agree a date, time and focus for the visit
- clarify the etiquette, courtesies and expectations for the visit
- agree which classes will be visited (if this is the purpose of the visit)
- draw up a timetable for the visit with the Headteacher/member of the SLT/subject coordinator
- check that relevant staff are aware of the visit and the expectations of them

### **On the day of the visit the Governor will remember to:**

- arrive on time and clarify the timetable with the Headteacher/ member of the SLT/Subject Coordinator
- act as an observer and only participate in the class at the invitation of the teacher (if the visit entails a classroom observation)
- respect the professionalism of the teacher, supporting but not interfering
- be calm and enjoy the visit

### **After the visit the Governor will:**

- remember to thank the teachers and children
- meet with the Headteacher to give a verbal report, and to raise any issues that arose
- governors must report without giving opinions and where possible individuals should not be able to be identified.

It is important to remember that visits are a snapshot in time and judgments should not be made arbitrarily.

### **The visit is not about:**

- inspecting the school
- making judgments about the professional expertise of the teacher
- checking on your own children
- pursuing a personal agenda
- arriving with inflexible pre-conceived ideas

Whole school agreement to this policy will ensure that our school community continues to value the efforts and consideration of our governors and also benefit from their valued insight and contribution.