

Barncroft Primary School



Governor visits to school Policy

Document Information			
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Signature (Chair of Governors):			

It is the responsibility of Governors at Barncroft Primary School to monitor the progress of the children in school. This is achieved by the analysis of statistical data at both full Governors meetings and in committee, reports from senior staff and by governors visiting the school to see progress in action.

It is very important that visits are conducted in a way that is both positive and supportive whilst giving governors the opportunity to ask questions and find out more about a particular aspect of school life.

The following protocol of visiting has been agreed between staff and governors:

Governor visits are not:

- To inspect the school
- To make judgements on the quality of teaching provided
- Unannounced and unplanned
- An opportunity to test pupils
- Unfocussed

Governor visits:

- Should be prearranged with all parties involved
- Be an opportunity to be positive about the school
- Have a clear focus
- Be a positive experience for all involved
- Provide an opportunity for exchange of information
- Provide an opportunity to build relationships with Staff and Pupils

At Barncroft Primary School we expect that that Governors will make at least one focussed visit per term to the school to ensure they are fully aware of the life of the school and its progress towards agreed targets. Governors are asked not to make visits during stressful times such as during Assessments week.

Before the visit:

Clarify the purpose with the Governing Body

- Is it linked to the School Improvement Plan?
- Is it linked to a particular governor role?

Planning the visit with the Headteacher or key member of staff

- Is there to be a tour of the school?
- Will the visit include an assembly?
- Which classes are to be visited?
- What will be observed?
- Will there be opportunities for speaking with pupils either informally or formally?

Working with Staff

- Ensure staff are happy with the arrangements for the visit
- Make it clear what information you would like to find out
- Ask what staff expect from you during a lesson
- Agree how they will introduce you to the children
- Agree what you will do during your time in class

During the visit

- Arrive in plenty of time
- Follow the school's security procedures
- Wear a name badge
- Keep to the agreed timetable but be flexible
- Look relaxed and interested
- Talk to staff and pupils showing interest and enthusiasm
- Look for opportunities to give praise.

After the Visit

- Thank staff for hosting the visit
- Discuss observations using this opportunity to ask questions and clarify queries
- Discuss visit with Headteacher or Senior Leader in school
- Make notes about the visit on the attached form
- Respect normal conventions on Governor confidentiality

Reporting back to the Governing Body

- A written report must be completed on the attached form and sent to the clerk for circulation to all governors and for filing in the school office.



Governor Visit Report

Visit made by:	
Date:	
Purpose of visit:	
Observations:	
Issues discussed:	
Follow-up action:	
Signed:	