

# GOVERNOR VISITS POLICY

<b>Date adopted</b>	<b>June 2017</b>
<b>Signed by Chair of Governors</b>	 <b>Headteacher</b>
<b>Member of staff responsible for monitoring</b>	<b>Headteacher</b>
<b>Review frequency</b>	<b>Biennial</b>



# **GOVERNORS VISITS POLICY**

## **PURPOSES**

- Governors:** To recognise and celebrate success  
To develop relationships with staff  
To get to know the children  
To see policies and schemes of work in action  
To understand the environment in which staff teach  
To inform decision making  
To find out what resources are needed
- Staff:** To ensure governors understand the reality of the classroom  
To get to know the Governors  
To highlight the need for particular resources
- Both:** To promote understanding of the roles of Teachers and  
Governors

## **PROTOCOLS**

- Before:** Arrange details of visit  
Agree level of confidentiality  
Agree purpose of visit  
Discuss the context of the lesson to be observed
- During:** Observe any class guidelines/rules  
Fulfil agreed purpose
- After:** Thank staff and pupils  
Discuss the experience with the teacher as soon as possible

## **MINIMUM COMMITMENT**

Aim for 1 visit per term

## **RESPONSIBILITY FOR PROGRAMME OF VISITS**

Headteacher and Staff Governor

## **GOVERNOR'S VISIT PROMPTS**

<b>WHAT IS THE PURPOSE OF THE VISIT?</b>
What has prompted my decision to visit? What aspect of the school development plan does my visit relate to? How can my visit benefit the school?
<b>HOW SHALL I CARRY IT OUT?</b>
Who do I need to contact in advance? What particular areas of the school am I interested in? What particular activities am I interested in? What particular age group am I interested in? What questions should I ask? Whom should I ask?
<b>DID I ACHIEVE MY AIM?</b>
To what extent did I address the reason for my visit? Which of my questions did I answer? What difficulties did I meet and why?
<b>IS THERE ANY FOLLOW UP?</b>
Have I recorded my experiences? Did I "report back"? Have I prepared a short report for the next governors' meeting? How can I build on this for the next visit?

