

**Welburn Hall School**



**Governors School Visits Policy**

**Review Period: Every 3 years**  
**Next Review: Autumn 2017**  
**Last reviewed: September 2014**  
**Adopted by Governors 24.9.14**

Signed:

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Date:

19/5/2016

## **Background**

### **1. Link Governors and their visits**

The Governing Body has appointed link governors to have responsibility for specific areas of the school and boarding provision.

The role of a link governor is as a source of support to the school and a source of information for the governing body.

An integral part of the link governor role is to visit the school:

- a. to provide each link governor with the opportunity to meet school staff and gain information to enable them to fulfil their specific link governor role and specific areas of responsibility.
- b. to observe the general running of the school;
- c. to view lessons/learning activities/ other activities relating to that link governor's role.

It is not an inspection but a fact-finding and observational visit.

Whilst visits can be used to enable governors to familiarise themselves with how the school works, visits should be focussed on ensuring the Governing Body has a positive role in raising standards and outcomes in line with proposals identified in the action plan / school development plan / previous recommendation / other specific identified area.

It follows that given the different roles of link governor some governors will be expected to make classroom visits to observe the teaching and learning taking place whilst some will not.

### **2. Standard 20 visits**

Standard 20 visits should not be confused with link governor visits. S20 visits relate to boarding provision, are a regular inspection required to be undertaken by a Governing Body appointed person in accordance with the minimum standard (eg normally on an unannounced basis).

### **3. Conduct of all Link Governor and S20 visits**

It is important that visits are conducted in an appropriate way and the purpose of this policy is to provide a framework for visits with the following objectives:

- To enable all participants to make the most effective use of the visit;
- To help the school community to get to know the governors;
- To ensure that visits are conducted properly;
- To contribute to school improvement;
- To enable the Governing Body to carry out its statutory duty to monitor and evaluate the work of the school.

### **4. Format of Link Governor visits**

- a) The Governing Body, acting in consultation with the headteacher and in accordance with the School Improvement Plan ("SIP") and any other relevant action plan (eg improvements in response to OFSTED visit), will identify areas of focus or priority for their visits to take place throughout the school year at the beginning of the academic year. The number of visits will vary according to need and subject / activity area, but the recommended frequency is expected to average not less than one per term by each link governor;

- b) All staff involved in the visit will be provided with a copy of the schedule;
- c) Each visit will have a clear focus, linked to a particular area within the action plan/ / previous recommendation / other specific identified area;
- d) It is the responsibility of the visiting governor to arrange the date and time of their visit with the headteacher or directly with the relevant staff member in advance and agree the purpose of the visit;
- e) Governors visiting the school to observe lessons shall be present at the beginning of the lesson to:
  - Enable the governor to be introduced to pupils and explain the purpose of the visit;
  - Avoid disruption to lessons.

#### **5. Aspects for consideration during Link Governor visits**

The role and focus of the visit will determine the aspects of the visit. These aspects may include the following:

- General ethos and atmosphere of the area/s visited;
- Suitability and attractiveness of the area/s visited;
- Availability of resources;
- Health and Safety (where appropriate);
- Pupil/Student behaviour and attitudes;
- Pupil/Student engagement in lessons;
- Relationships observed.

#### **6. Responsibilities of visiting Governors and Staff**

- a) Governors will record their visits and observations fairly in a written report (using the pro-forma in Appendix A) for consideration at or before the next meeting of the governing body; if there is any follow-up action, this will be stated;
- b) Visiting Governors and staff will be courteous and considerate at all times and respect the role that each has to fulfil;
- c) Governors will not make judgements of any teaching observed to the staff members, but will be able to describe their experience to the headteacher and Governing Body;
- d) Governors will not pursue personal agendas or seek to take advantage of their position;
- e) Governors will express their gratitude, and any immediate positive feedback to staff (and pupils) and provide verbal feedback to the headteacher (if convenient) at the conclusion of each visit;
- f) The Headteacher will provide feedback to appropriate staff as soon as possible after each visit;
- g) Governors and staff will respect confidentiality arising from any aspect of the visit.

#### **7. Providing Evidence of Governor Visits**

It is important that the Governing Body is able to show evidence of their visits to ensure it is fulfilling its monitoring role within school.

Following their visit, governors are asked to:

- Complete a Governor Visit Form and return this to the Clerk to Governors.
- Consider writing up the report together with any member of staff involved in the visit if convenient.

- Any recommendations / actions should be clearly stated and discussed as necessary with the member of staff concerned or if sensitive with an appropriate member of the Senior Leadership Team.

**Appendix A - DRAFT Governor visits monitoring and evaluation record**

Governor's name			
Responsibility area(s)			
Date time and length of visit			
Location of visit			
Staff member(s) involved			
Any classes seen			
Objective(s) of visit 1 2 3 etc			
<b>Relevance of visit</b>			
Post Ofsted action plan	School Improvement Plan	Follow up previous action(s)/recc(s)	Other Eg SFVS monitoring visit
<b>Planned activities</b>		<b>Outcomes</b>	
Positives highlight • •			
Issues for the Governing Body i. ii. iii.			
Follow up actions/recommendations/suggested focus for future visits • •			
Signed Governor			

