



GOVERNOR MONITORING VISITS 2022-2023

Effective Date: October 2021

Last reviewed: October 2022

Reviewed by: Miss K Hayward

New review date: October 2023

Governors should undertake all monitoring visits in line with the school's [Governor Visit Policy](#).

Monitoring visits will be more effective and secure better outcomes if governors undertake some preparation in advance. This may include requesting and reading subject specific information and reading a relevant policy, refreshing themselves with the outcomes of the previous monitoring visit and making sure they are aware of any link to the school development plan and its intended outcomes.

A monitoring visit should be planned to balance support and challenge and be strategic in its focus.

Focus of Visit

To ensure that monitoring remains strategic, relevant and purposeful, the focus of the visit should always be linked with the School's priorities.

Key questions to ask

Part of the preparation for the visit should be to identify questions to ask during the visit. Questions should be designed to elicit the information required to meet the visit outcomes and can be shared with the staff member ahead of the visit to enable them to prepare, know what to expect and gather the information required. The responses and evidence provided can then be discussed and recorded in the next section of the form.

Answers/information shared

Noting down the answer received to questions asked during the visit, or from conversations with staff or students, is important monitoring evidence. This section can also be used to record any independent evidence identified as part of the visit used to validate information provided; for example, the outcomes of a governor's survey or the school Ofsted report.

Evidence provided to support answers/information shared

One of the key features of robust governance and measuring impact is the triangulation of evidence: reviewing all types of information received and ensuring that each supports the other. Governors should expect and request documented evidence to corroborate verbal information shared by staff; this may include data summaries, subject development plans, students' work, survey results or reports.

Learning Outcomes

It is useful to take the opportunity to consider any lessons learnt or identify any development for individual governors or the governing board - this section can be used to record this information. It may also be that the focus may have to be amended as a result of information gleaned at the monitoring visit and priorities changed or additional monitoring arranged. This section can be completed at the meeting where the report is presented to governors for discussion.

Next Steps

A monitoring visit should never take place in isolation. This section should be used to record what should happen next as an outcome of the visit or monitoring activity; this may include finding out additional information, visiting another area of school, student conferencing or arranging a follow up monitoring visit.

Governors can complete the monitoring visit template either electronically or by hand and should ensure the visit is reported to the governing board to be discussed and to answer any questions other governors and trustees may have. A copy of the visit report should be kept on file as evidence of governors holding school leaders to account.

Record of Greensand Federation monitoring visit

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| Name of Governor: |
| Date of visit: |
| Staff visited: |
| Subject area monitored: |
| Visit reported to the following committee: |
| Focus of visit e.g. school development plan priority area |
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| Key questions to ask |
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| Answer/information shared |
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| Evidence provided to support answers/information shared |
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| Key learning outcomes |
| |
| Next steps and additional questions |
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