



GOVERNOR VISIT POLICY 2022-2023

Effective Date: October 2021

Last Reviewed: October 2022

Reviewed by: Karen Hayward

Next Review Date: September 2023

Contents:

Statement of Intent

1. Legal Framework
2. Roles and Responsibilities
3. Annual Schedule
4. Etiquette
5. Preparing for a Visit
6. During a Visit
7. After a Visit
8. Providing Feedback
9. Monitoring and Review

Statement of Intent

Through this policy, Greensand Federation aims to embed effective procedures concerning governor monitoring visits. Each governor is expected to make at least one visit during the academic year, demonstrating the governing board's role in the strategic management of the School by helping to evaluate and improve practice.

Governor visits inform understanding of the School's practices and procedures, allow opportunities to speak to students and teachers, enable the identification of resource needs, and allow governors to see the SDP in action. For staff, governor visits allow staff the chance to find out more about governors, provide an opportunity to draw attention to issues or questions they wish to raise, and provide an opportunity to reflect upon and discuss current practice.

Governors must:

- Remember to respect School staff and students
- Support the Executive Principal
- Acknowledge that they represent the full governing board

By following the agreed principles and procedures, governor visits will be pleasant, purposeful, and will significantly contribute towards School improvement.

Signed by:



Executive Principal
Date: October 2022



Chair of Governors
Date: October 2022

1. Legal Framework

1.1. This policy has due regard to all relevant legislation and guidance, including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- [Updated] DfE (2020) 'Governance handbook'
- DfE (2014) 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013'

1.2. [New] The policy operates in accordance with the relevant School documents, including, but not limited to:

- Governing Board Monitoring Plan
- Governor Visit Proforma

2. Roles and Responsibilities

2.1. Governors are responsible for:

- Meeting their target of one visit per academic year
- Understanding the needs of staff members through discussions with at least one staff member per academic year
- Reporting their observations to the full governing board during a full governing board meeting
- (New) Familiarising themselves with this policy as part of their induction programme.

2.2. The Executive Principal is responsible for:

- Facilitating governor visits
- Discussing completed visits with governors, prior to a report being made to the full governing board.

2.3. A number of governors are linked to particular subjects or areas of the School's provision. These links are as follows:

(The 'Governance handbook' 2020 recommends that each governing board, as a minimum, appoints a link governor for Safeguarding and SEND. Please include the details of any other link governor your governing board has)

Subject/Area of School Provision	Name of Governor
Safeguarding	Ian Smith
SEND	
Pupil Premium	
Health and Safety	Nigel Aldis
GDPR	Ian Smith

See Appendix 1 for the other Governors' areas of responsibility for the year 2022-2023.

3. Annual Schedule

3.1. The annual schedule of visits is as follows:

Term	Visiting Governors
Autumn half-term 1	
Autumn half-term 2	
Spring half-term 1	
Spring half-term 2	
Summer half-term 1	
Summer half-term 2	

4. Etiquette

- 4.1. Governor visits are not a form of inspection, and governors will not make judgements concerning teaching or other areas of School provision in any official capacity
- 4.2. Governors will avoid visiting classrooms where their own children are present
- 4.3. Governors will not pursue personal agendas during visits
- 4.4. Governors will remain flexible and understand that the School must make students' education the priority, and that this may sometimes lead to the rearranging of visits
- 4.5. Governors will never visit the School unannounced
- 4.6. Visits are not an opportunity for governors to check on individual children or monopolise the time of staff.

5. Preparing for a Visit

- 5.1. Governors will arrange visits at least one week prior to the date of the proposed visit
- 5.2. Before a visit, governors will:
 - Agree a clear, purposeful focus for the visit
 - Consider how the area of focus will be identified and observed during the visit
 - Discuss the context of the activities to be observed
 - Agree their role within the activities
 - Refer to their Governing Board Monitoring Plan to ensure the visit's focus is strategic and in line with the school's priorities for improvement
 - Read the documentation relevant to the focus of the visit, e.g., the School's Behavioural Policy, and prepare relevant questions, where appropriate.

6. During a Visit

6.1. During a visit, governors will:

- Adhere to their agreed role at all times
- Make sure they do not interfere in the day-to-day running of the School
- Where visiting activities involve lesson observations, not ask questions, interrupt the teacher or distract pupils during the lesson
- Spend time in a classroom only when they have provided a clear reason for doing so
- Adhere to confidentiality agreements
- Adhere to the agreed times and purpose
- Be sensitive to the needs of the students and the wider School community.

7. After a Visit

7.1. After a visit, governors will:

- Thank the staff, and students where appropriate, involved in the visiting activities
- Discuss the visit with the staff involved in the visiting activity at their convenience
- Provide feedback regarding the visit to the full governing board.

7.2. After a visit, governors will not:

- Break confidentiality agreements.

8. Providing Feedback

8.1. A time will be agreed between the governor and staff, at the staff members convenience, to discuss what was observed during the visit.

8.2. During the discussion, governors will adhere to the following framework:

- Ask staff for their views on what happened during the visit
- Present governors' observations
- Provide positive feedback
- Raise any issues
- Ask further questions
- Thank staff for the opportunity

8.3. By the end of the discussion, both the governor and staff members will be clear as to what information will be shared with the headteacher and full governing board

8.4. The Governor Visit Proforma will be completed as soon as possible after the Visit

8.5. The Executive Principal and Governors will discuss the observations prior to the distribution of the proforma

8.6. A copy of the completed proforma will be provided to:

- The Executive Principal
- The subject leader
- The relevant staff members
- The clerk to governors

8.7. A copy of the report will be circulated to all governors at the next appropriate committee or governing board meeting

8.8. The Governing Board will ensure all board members have the opportunity to discuss and ask questions regarding the final report and the visit undertaken.

9. Monitoring and Review

9.1. This policy will be reviewed annually by the Executive Principal and the chair of the governing board.

9.2. When reviewing the success of the policy, the Executive Principal and chair of the governing board will take the following into consideration:

- Has every governor conducted at least one visit during the academic year?
- Has every governor made links with their allocated subject or area of provision?
- Has every governor met with the staff members they are linked to?
- Are visits achieving the desired outcomes?
- What worked well?
- What did not work well?
- Have there been any unexpected benefits?
- How can practice be improved?

9.3. Any changes made to this policy will be communicated to all governors, staff members and relevant stakeholders.