



# GOVERNORS VISITING SCHOOL POLICY

Approved on behalf of Governing Body: .....  
(Chair of Governors)

Approved on behalf of School: .....  
(Headteacher)

January 2022

Review date: January 2024

## NETHER STOWEY C OF E VC PRIMARY SCHOOL

### **Governors Visiting School Policy**

#### **Purpose**

The Governing Body of Nether Stowey Primary School is a team and we believe our team works best when all its members make a significant contribution to discussion, decision-making and action. Visits to the school clearly play an important part in broadening and deepening all governors' understanding of the school. Governors are accountable for ensuring that the school provides high standards of educational achievement.

#### **Aims**

School visits will help governors to:

- Fulfill their statutory duties to monitor performance
- Observe and learn in order that they can better serve the school
- Support and encourage the staff
- Help build good working relationships between governors, staff, parents and children
- Familiarise themselves with day-to-day practices and the ethos of the school
- Increase their understanding of their curriculum area
- Get to know the children
- Inform decision-making

#### **Visits to school**

##### **What they are NOT about**

- Making judgements about the quality of teaching
- Checking on the progress of own children. No Governor shall attend a lesson where his or her own child is a pupil
- Pursuing personal agendas
- Monopolising teacher's time. Should a Governor wish to discuss anything with a teacher following a visit this discussion shall be held at a mutually convenient time.

## **Guidelines**

All governors will follow the following simple guidelines before visiting:

- Always contact the Headteacher at least a week before your visit
- Clarify the nature of your visit
- Check in at Reception
- Fill in a Report of Visit form
- Remember to thank the class, teacher, subject manager etc.
- Check out at Reception
- Be prepared to feed back to the Governing body or appropriate committee

## **Written Records**

It is extremely important to have a brief record of your visit since this is evidence to Ofsted that governors are actively and appropriately involved in the life of the school.

Please use the appropriate form that can then be kept in a file titled "Governors Visits to School". If any concerns are raised from a visit then the record should remain as confidential until it has been discussed and a decision taken as to where it should be filed. Please note that any concerns should be shared with the Headteacher in the first instance.

## **Points to Remember**

Our School is a working environment and very busy and it is likely it is very different from when governors themselves were at school! At Nether Stowey School, the Staff welcomes the interest of governors and fully understands their statutory responsibilities. However, Governors must be careful not to interrupt the fundamental business of the school and the children's education and, finally remember that teachers often work to a strict timetable and may not always have time to talk to a governor when they are teaching.

**REPORT OF GOVERNOR'S VISIT TO SCHOOL**

<b>Governor's Name</b>
<b>Person Visited</b>
<b>Date of Visit</b>
<b>Length of Visit</b>
<b>Curriculum Interest</b>
<b>Role in School</b>
<b>Committee Membership</b>
<b>Meeting/Classroom visit</b>

**Purpose of Visit**

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**Summary of Experiences**

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**Information or Issues Arising for Consideration by Governors**

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**Suggestions**

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## SCHOOL VISIT ACTION PLAN

1. What is the purpose of the visit?

What has prompted my decision to visit? Is the reason specific or general? Who has prompted my decision to visit? What are my/other people's expectations?

2. How shall I carry it out?

What particular areas of the school am I interested in? What particular activities or the school am I interested in? What particular age group(s) am I interested in? What questions should I ask? Who should I ask? Are there any questions that can be answered by observation?

3. Did I achieve my aim?

To what extent did I address the reason for the visit? To what extent did I fulfill my own/other people's expectations? Which of my questions did I answer? What difficulties did I meet?

4. Is there any follow up?

Have I recorded my experiences? Have I prepared a short report for the next governors' meeting? How can I build on this the next time I visit?

5. Other general questions?

- a) How is the classroom organized? How is the class organized? How do the pupils use the classroom?
- b) What implications does this have for:
  - i. Resources (general materials used by pupils, books, equipment)
  - ii. Furniture (include anything which is not directly used by the pupils)
  - iii. Building itself and general layout
- c) How do pupils tackle the work? How does the teacher spend his/her time? What other adult help is available? What implications does this have for the staffing policy?
- d) What evidence is there to support the following phrases taken from Our School Ethos and Aims:
  1. Create a love of learning in the school community in which children will experience personal achievement and fulfilment.
  2. Provide a secure, happy and stimulating school and develop a responsible and caring attitude towards the whole school and wider world.
  3. Nurture pupils' spiritual, moral, social, physical, cultural, creative and intellectual development.
  4. As a school community maintain and develop relationships with the church and wider world and encourage children to be proud of belonging to the school.
  5. Ensure that all members of the school community are recognised as individuals through being valued, respected and afforded appropriate challenges to achieve.
  6. Prepare the children for responsibilities, experiences and opportunities throughout life.