

WORMLEY C of E PRIMARY SCHOOL (VC)

Have Faith, Show Respect, Take Responsibility and Achieve



Governor Visits Policy

Policy last reviewed - Autumn 2022

Policy next review - Autumn 2023

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Rationale

Governors have a responsibility for monitoring standards in school. Visits to observe in class, along with other types of visit, are a useful tool in fulfilling this responsibility. This policy sets out who will visit, with what purpose, how often, how visits should be conducted, recording the visit and feeding back.

Who, Why and How Often?

School visits are a useful tool for the governing board, but like any tool it needs to be applied at the right time for the right job. Visiting the school allows governors to:

- See policies in actions
- Increase their understanding of the school, the pupils and their needs
- Ask questions based on first-hand knowledge of the school
- Feel the culture and ethos
- Build positive relationships with staff
- Demonstrate commitment to the school.

We recognise that it may not be possible for every governor to be available during the day – this will depend on personal and work commitments. However, **all** governors should do **some** visits; the frequency and type of visit will vary according to availability and role.

Each governor has taken responsibility for part of the curriculum or an area of school life, and this will be the focus for that governor's visits. A table is attached at Appendix 2, showing the member of staff responsible for each subject / phase and the name of the responsible governor. Governors are also welcome to visit school at other times eg to attend assemblies, sharing events with parents, INSET days. We have written policies and annual priorities for all subjects, so the purpose of governor visits should be to ensure that the policy and priorities are being carried out effectively.

Governors should visit once a term. The aim is to find a balance between the need to visit in order to observe and monitor what happens in school, and the possible disruption this could cause.

How to conduct a visit

The following protocols for arranging and conducting a visit have been discussed and agreed by governors and staff, and must be followed:

Before the visit

- Arrange details of the visit at least 5 working days in advance and ensure that all those you are meeting know that you are coming and

the purpose - between subject / phase leader and nominated governor(s)

- Agree the purpose of the visit according to the annual priorities in the School Development Plan and the core functions of the governing board – discuss with subject / phase teacher

At the visit

- Make sure you fulfil the purpose of the visit
- Observe the obvious courtesies. Governors are not there to “inspect” the work of individual members of staff and neither is the role of individual governors to deal with staff complaints
- Thank the teacher and children who contributed to the success of the visit
- Discuss your observations with the teacher

After the visit

- Write up your observations straightaway. This write up can be done at the end of the visit – please allow sufficient time when planning your visit to do this
- Provide written feedback to the headteacher and Chair of School Improvement Committee
- Make sure that any questions or things that need to be addressed are taken forward and placed on the governing board or relevant committee agenda

Attached at Appendix 1 is a proforma for recording visits.

Signed and agreed by:

Governor Representative: K Trew date 21 November 2022

SLT Representative: T Gaiteri date 21 November 2022

**WORMLEY C of E PRIMARY SCHOOL (VC)
GOVERNOR SCHOOL VISIT RECORD**

Governor Name:	
Responsibility Area:	
Teacher/Class Visited:	
Date:	

Purpose of Visit
Links With School Development Plan
Governor Observations and Comments
Any Questions Arising
Next steps

Copy to: Link Governor, Head teacher & Chair of School Improvement Committee

Appendix 2

Staff & Governor Responsibilities – 2022/23

	Staff	Governor
Linked Governor	Tracy Gaiteri	Deb Harris
Religious Education / Collective Worship	Laura Harwood Tracy Gaiteri	Ash David
Foundation stage	Jane Burling Ellie Harris	Beccy Millward Chris Williams Zoe Marshall
Key Stage 1	Andreana Barton	Lewis Cocking Wesley Fox Karen Trew
Lower Key Stage 2	Deb O’Riordan	Ellie Ridgeway Ash David
Upper Key Stage 2	Ben Webb	Dillena Basra-Phillips Joanna Galloway Sarah Welch
Inclusion / SEND	Steve Emmett Adrienne Viall Laura Gilpin	Beccy Millward Dillena Basra-Phillips
Child Protection	Steve Emmett	Beccy Millward
Children Looked After	Steve Emmett Laura Gilpin	Beccy Millward
Data Protection Officer	Steve Emmett	Chris Williams
Pupil Parliament	Tracy Gaiteri Steve Emmett	Chris Williams Sarah Welch
Disadvantaged pupils	Deb Harris	Ellie Ridgeway Chris Williams
Equality & Diversity	Steve Emmett	Ben Webb
Health & Safety	Charlotte Hick	Sarah Welch
Pre School	Deb Harris	Beccy Millward
Policies	Charlotte Hick Steve Emmett	Karen Trew
School Website	Steve Emmett	Ben Webb
Responsible Officer (<i>Finance checks</i>)	Charlotte Hick	Zoe Marshall
Governor Development Co-Ordinator (<i>Training/Induction – see next page</i>)		Joanna Galloway Zoe Marshall

Governor Role Descriptions

Linked Governor

The linked governor's purpose is to help the school raise pupil attainment by:

- Helping the governing body understand the purpose of the subject and how it fits in to the overall curriculum delivered by the school
- Helping the governing body understand and own the school's policy and activities in the subject
- Helping the governing body set appropriate targets if applicable
- Reminding the governing body to give due weight to the subject in school development planning and budget setting
- Making sure the governing body has a monitoring process in place which enables the headteacher to report on progress

The SEND governor needs, additionally, to monitor the implementation of the governing body's SEND policy and report back to the governing body.

The role includes:

- Encouraging all governors to visit the school, within a governors' visits policy and protocol, to see the subject being taught
- In partnership with the headteacher and subject leader, ensuring effective communication with the governing body about:
 - the school's policy for that subject
 - management issues in relation to the policy
 - progress in implementing the policy
 - evaluation of the policy
- Ensuring that a report on progress in the subject is made to the governing body at least once a year (eg SEND: termly reports)
- Representing the governing body on issues related to the subject, for example in any parents' meetings to promote literacy
- Ensuring that the governing body ensures that the home-school partnership enables parents/carers to have all the information and guidance they need to support their child's learning in the subject
- Ensuring that governors understand the link between what teachers are doing in the classroom and the agreed targets (where applicable)

Governor Development Co-Ordinator (GDC)

- ensures that the governing body welcomes and inducts new governors
- provides leadership in organising support and training for the governing body
- encourages governors to voice their training needs
- tries to meet governors' needs by informing them of what is available or by communicating the need to others
- acts as a link between governors and School Governance
- liaises with other GDCs locally to provide local, cost effective training to meet their governors' needs

ensures that the governing body agrees and monitors a training and support budget appropriate to their needs.