

Governor Visits Policy

St. Adrian's Catholic Primary School



**‘To Learn, To Love, To Live as a Community of
God with Christ as our Teacher’**

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Approved by:	The Full Governing Body	Date: October 2023
Last reviewed on:	October 2023	
Next review due by:	October 2026	

St Adrian's Catholic Primary School

Governors Visits Policy

1. Rationale

Every governing body has a statutory responsibility to establish and monitor its schools' policies and evaluate the effectiveness of the school and its curriculum.

Governors are held to account for their own school's performance. The Office for Standards in Education (Ofsted), assumes that governors, at any given time, know the strengths and weaknesses of the school, and will test that assumption during a school inspection.

One of the best and most effective ways in which a governor can get to know about their school is to visit during the school day to see it in context.

Undertaking such visits, will demonstrate the governor's role in the strategic management of the school, in holding the school to account.

2. Aims and Expectations

At St Adrian's we work in close partnership with our governing body. A partnership, which is built on mutual trust and one that benefits the whole school community.

Through their visits, governors may gain an insight into aspects of the School during a normal school day or into a specific area of a governor's statutory duties. This enables them to obtain a better working knowledge of the school and its environment, within the context of Catholic education, with due regard to the curriculum on offer.

We seek to facilitate opportunities for our governors to achieve a better understanding of the principles of school life, ethos, objectives and educational standards and to keep them informed of the educational development of the school.

The governors' visiting programme forms an integral part of the St Adrian's yearly monitoring calendar. The interest shown and the support given to the Head teacher, staff and children through such visits, is valued by the school community. This policy will provide an agreed framework within which governors will plan and carry out school visits.

3. Governors' Visits Objectives

- To ensure that the school's distinctive Catholic ethos is at the heart of the life of the school
- To establish and develop effective and supportive relationships with the staff
- To have a greater understanding of pupils' needs
- To recognise and celebrate success
- To monitor the implementation of The School Development Plan
- To increase governors' first-hand knowledge of the school, to assist with policy making, which in turn will inform their strategic decisions
- To understand the environment in which staff work and teachers teach
- To see policies in practice
- To find out what resources are used
- To show support and encouragement to staff and students

- To enable members of the Governing body to contribute to the school self-evaluation process
- To develop links with a class or subject area as delegated
- To develop individual governor's roles in terms of their specific responsibilities e.g. RE, SEND, Safeguarding

The governing body is a corporate body and every governor visits the school as a representative of the body and not as an individual. For the partnership to be effective between governors and staff the visit must be based on mutual understanding and trust which benefits the whole school community.

Visit Protocols

Before a visit a governor will:

- Contact the head teacher to request the opportunity to either do a class visit or a visit relating to their specific responsibility
- Clarify the etiquette and expectations of the visit
- Agree how to contact the class teacher if it is a class link visit to agree an appropriate and mutually convenient date & time

On the day of the visit the governor should:

- Arrive on time and sign in. Wear a school visitor's badge
- Be aware of, and at all times, adhere to the School's Safeguarding Policies
- Act as an observer in the lesson and only chat to pupils at the invitation of the teacher
- If you intend to make notes during your time in the classroom inform the class teacher beforehand
- Respect the professionalism of the teacher, supporting but not interfering, by keeping to the agreed role while sharing the lesson
- Keep any questions for the class teacher until after the visit is over if there is time available
- Remember confidentiality at all times
- Remember to thank the teacher, members of support staff and the pupils
- Remember that you are a representative of all the governors: what you say will be understood by the staff to be the views of the governing body as a whole

After the Visit

- If appropriate and agreed discuss the visit with the teacher at their convenience, as soon as possible after the visit, asking the teacher for further clarification and to offer any positive comments on what you experienced
- Complete the governor visit pro-forma. The completed form should be emailed to the Head teacher and then, after any possible alterations, the form will be circulated to the clerk to governors and to the member of staff.
- The form will be circulated to members of the governing body prior to the next FGB meeting
- Governors must report without giving opinions and individuals should not be identifiable

Suggested occasions for all governors to visit/be involved at St Adrian's (in addition to any linked Governor Role - see *below*) include:

- School Masses and Liturgies –beginning/ end of term, Harvest, Easter etc.
- Assemblies – especially class assemblies of their nominated year group
- Open Evening –July
- Music Concerts
- Christmas Services/ Concerts
- Other School celebrations
- Curriculum meetings(full governing body termly during a school day)
- Staff meetings/ training by invitation of the Headteacher
- Share an LA/Diocesan Adviser's visit by invitation of the Headteacher
- Special events e.g. curriculum weeks
- School trips and visits
- PTA Events
- Parents Information Evenings

This policy should be reviewed every 3 years. The key questions should be:

- Has every governor fulfilled their responsibility to undertake school visits as agreed in this policy?
- Has each governor made appropriate links with their allocated class?
- Are governors' visits achieving the potential benefits identified in this policy?
- Have there been any unexpected benefits?

October 2023

This policy is to be reviewed in.....October 2026