

School Visits (by Governors) Policy

Purpose

The purpose of this policy is to provide a framework for governors to make focused visits to the school so that they can build an effective working relationship with the staff and have a better understanding of the context in which they work. Governors will observe policies and plans being implemented on a day-to-day basis, and their findings should help the whole governing body and its committees make well-informed judgments about the progress being made towards the priorities and targets in the School Improvement Plan. This process will enable the governing body to recognise and celebrate the efforts and successes of pupils and staff and to identify further areas for development.

Visits are not about making judgments on the quality of teaching; that is the senior management team's responsibility. Nor are they about checking on the progress of individual children or pursuing personal agendas.

Consultation

All staff and governors will be consulted on the impact of this policy as advised in the review schedule.

Relationship to other policies

The focus of a visit could be on one or more of many of the policies in place in the Centre, on an element of the curriculum, or on a specific aspect of the school improvement plan.

Roles and responsibilities of the Head teacher, other staff, governors

Members of the governing body will, with the help of the Headteacher and staff, request a visit during the year. The aim will be to achieve a minimum of one visit per governor per year. Visits may be conducted in pairs. The Head teacher/deputy head teacher will guide the governing body on the areas of the curriculum, policies and school Improvement Plan priorities and targets to be covered each term.

Individual governors or pairs of governors will, with the guidance of the senior management team, identify an aspect of the school's work to focus on. This will enable individual governors to deepen their understanding by focusing on areas where they have an interest or expertise. The aim will be for them to explore an aspect of the school in some detail, increasing their confidence and knowledge. In turn this will help to maximise the effectiveness of the governing body team and to enrich discussions about the school's performance.

When organising and conducting a visit, governors will be courteous and considerate, at all times respecting the professional roles of the head teacher and staff. Working to the schedule agreed with the head and staff, they will confirm the date, timing and focus of each visit at least one week in advance. This will include agreeing what will be observed and to whom it would be useful to talk. If time permits they will discuss the proposed agenda with any staff involved. They will prepare by reading relevant documentation/guidance.

At the end of each visit, the governor(s) will discuss what they have observed with the teacher and clarify any points they are uncertain about. They will discuss their observations with the Headteacher/Deputy Headteacher and complete a report to the governing body.

Teachers and support staff will at all times be courteous and considerate, recognising the contribution made by the governing body to the Centre.

They will make practical suggestions on the focus for governors' visits so as to ensure that they are productive and enjoyable for all concerned. This will include specifying the evidence that could be shared with governors. Whenever practical they will invite their link/curriculum governors to relevant staff meetings and training sessions.

Questions will be invited from governors, while being sensitive to issues of confidentiality.

Monitoring and evaluation

Governors' visits will be an agenda item at the termly meeting of the governing body. At the final meeting of each academic year the link governor will report the number of visits conducted and the areas of focus. By reviewing the minutes of meetings when reports of visits were discussed, the governing body will judge the extent to which the information gathered informed the whole governing body's understanding of the progress made towards meeting priorities and targets. Staff governors will feed back from colleagues. They will be asked to identify what worked well and what if anything needs to be reconsidered. They will also be asked to describe the extent to which their understanding of the governing body's role has been enhanced.

**Kintore Way
Nursery School &
Children's Centre**

Policy Name

Freedom of Information Act Publication Scheme

**Adopted and signed on behalf of the Centre by the Governing Body at the meeting
on**

Governing Body – 26th November 2014

Name of Governing Body Representative

Signature of Governing Body Representative

Date signed _____

Date to be reviewed: Summer 2016