



WRAGBY PRIMARY SCHOOL
GOVERNOR SCHOOL VISITS POLICY

Wragby Primary School

Governor School Visits Policy

AIM

The aim of this policy is to improve the effectiveness of visits by:

- Giving governors the opportunity to gather information to increase their awareness and understanding of school activities
- Building teamwork and communication with staff, pupils, parents and other governors
- By discharging governors' statutory responsibilities
- Monitoring the compliance with policies and the effectiveness of improvements.

Governors will observe policies and plans being implemented and their findings should help the whole governing body make well-informed judgements about the progress being made towards the priorities and targets in the School Development Plan (SDP). The purpose of this policy is to provide a framework for governors to make focused visits to school so that they can effectively carry out their duty of monitoring and evaluating the impact of the SDP; in addition to building an effective working relationship with the staff and having a better understanding of the context in which they work. 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 judgements on the quality of teaching; that is the Headteacher's responsibility; nor are they about checking on the progress of individual children or pursuing personal agendas.

RESPONSIBILITY

Arrangements for governor visits to the school will be agreed at governors' meetings. Detailed arrangements, eg length/timing are agreed with the Headteacher and staff and visits are to be linked to the SDP.

To ensure that visits are effective, there must be feedback, in a written report, presented to the next governors' meeting.

REGULARITY

It is the responsibility of the governing body to ensure that the identified members undertake regular visits to school. It is expected that a governor will visit termly (Autumn, Spring, Summer). Additional visits can be arranged in agreement with the Headteacher and appropriate class teacher(s)/ member of staff. Visits will focus on key aspects of the School Development Plan, action points identified by Ofsted or any other key area as identified by the Headteacher. Findings from these visits will then be shared with the Governing Body as a whole.

APPROPRIATENESS

We aim to develop the governors' understanding and experience of the children's learning. Each visit will have an agreed focus, which will relate to the four aims for governor effectiveness:

- Awareness and understanding of the school activities and the school environment
- Teamwork and communication with staff, pupils, parents and other governors
- Monitoring policies and school improvement
- Statutory responsibilities at LEA and national level.

PREPARATION, FORMAT AND FEEDBACK

Each visit should be planned in advance by the governing body liaising with the Headteacher, who will in turn liaise with staff. Visits for the following term should be identified and logged.

The following organisational matters must be recognised:

- As much notice as possible should be given to the school.
- Length of visit – we aim for a visit that is long enough to be fit for purpose but not so long as to interfere with the pupils' learning.
- Liaison with headteacher and the class teacher before, during and after visit, planned at a time convenient for all.
- Awareness of how the visit focus is related to the SDP.

Visits may involve:

- Working with children
- Observing children, work, displays, building environment
- Discussion with children
- Discussing with staff the current position and current plans
- Educational visits and invites to special occasions in school.

However, care should be taken not to disrupt the flow of lessons.

Verbal feedback should be given to the Headteacher on the same day as the visit, following an informal discussion with the members of staff involved.

A brief written report detailing those matters identified within this policy (with reference to the section headed 'Appropriateness') should be discussed with the Headteacher prior to distribution.

MONITORING AND EVALUATION OF SCHOOL IMPROVEMENT THROUGH GOVERNOR VISITS

A report will be made to the governing body in the format as per Appendix A.

Governors will have access to and make use of any of the following information:

- Foundation Stage Profiles
- Standard Test results

- All tests and assessments appropriate to year groups across the school
- Teacher Assessment levels
- Special needs information

Confidentiality will be respected at all times.

To assist in the evaluation of school improvement priorities, attainment and progress and target setting, comparisons may be made in the following areas:

- Particular groups of pupils within the school such as year groups, ability groups, gender groups
- Nationally and locally produced comparative reports such as ASP
- School policies and actual practice
- Observations of general atmosphere and feeling in the school.

This policy was formulated by the teaching and support staff, Headteacher and governing body of Wragby Primary School and will be reviewed by a similar group annually.

March 2023

APPENDIX A

Report to the governing body following a visit to school

Governor's School Monitoring Visit

Formal monitoring visits are where you discuss the progress of the school in a particular area with the relevant staff member. Use this form as a reminder of what to look for and what to ask.

Part 1: Plan the Visit	
Name and role of governor(s)	
Name and role of staff member(s)	
Date and time of visit	
Agreed focus <i>Make sure you focus on this agreed reason for the visit. Try to avoid getting distracted by other issues that haven't been agreed with the member of staff</i>	

Relevant school objective or priority <i>This might be taken from the school improvement plan (SDP) objectives or the school's overarching vision.</i>	
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Questions to ask <i>Note specific questions you want to ask based on the SDP, or points to follow up on from a previous visit.</i> <i>Share these questions with the staff member you're visiting in advance, so they can prepare.</i>	
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Part 2: In the Meeting
What is the school doing within this area of focus? <i>Tips:</i> <i>Ask open questions beginning with 'what', 'how', 'when', 'how often', 'why', 'who' and 'where'</i> <i>Remember you're not there to pass judgement on staff or inspect them, but you are holding the headteacher and the school to account</i> <i>When writing the report, use neutral language and don't name individual teachers and pupils</i>

How do you know the school's actions are having an impact? <i>Remember:</i> <i>Include specific evidence that demonstrates the positive impact the school is having in this area</i> <i>Where a positive impact hasn't been made yet, note down why that is and what steps are being taken to make progress</i> <i>Add any further evidence you'd like to see to help you make a better assessment of the impact</i>

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What successes stood out and why?

Part 3: Questions and clarifications to follow up with the headteacher or chair of governors