



Faldingworth Community Primary School
Normanby-by-Spital Primary School



Governor Visits Policy and Procedure

Adopted: (Date)

Review date:

Signed: (Chair of
Governors)

Signed:
(Headteacher)

Statement of Intent

Through this policy, Fair Acres Federation aims to embed effective procedures concerning governor monitoring visits. Each governor is expected to make at least two visits during the academic year, demonstrating the governing board's role in the strategic management of the school by helping to evaluate and improve practice.

Governor visits inform understanding of the federation's practices and procedures, allow opportunities to speak to pupils and teachers, enable the identification of resource needs, and allow governors to see the SDP in action.

For staff, governor visits allow staff the chance to find out more about governors, provide an opportunity to draw attention to issues or questions they wish to raise, and provide an opportunity to reflect upon and discuss current practice.

Legal Framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- DfE (2020) 'Governance Handbook'
- DfE (2014) 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013'

This policy operates in conjunction with the following school policies:

- Governor Visit Proforma

Roles and Responsibilities

Governors will be responsible for:

- Meeting their target of two visits per academic year
- Understanding the needs of staff members through discussions with at least one staff member per academic year
- Reporting their observations to the full governing board during a full governing board meeting
- Familiarising themselves with this policy as part of their induction programme
- Having regard to the bank of suggested questions when undertaking visits – available through the shared Governor drive

The Headteacher will be responsible for:

- Facilitating governor visits
- Discussing completed visits with governors, and be part of the reporting process being made to the full governing board

Types of visits

There are two types of governor visit, both of which should be through prior arrangement with the Headteacher and/or subject leaders.

Formal visits should be related to the priorities outlined within the School Development Plan (SDP), with a clearly defined purpose. They are undertaken on behalf of the governing body and may also be to fulfil designated responsibilities of the individual governor e.g. Safeguarding. It is expected that every governor makes at least two formal visits per annum.

Informal visits may be for example, attending school enrichment events, parent's evenings or accompanying a school trip. All of which will further establish good working relationships with staff and pupils. They should not however be regarded as an alternative to a formal visit. It is important that all visits are conducted in an appropriate manner and the purpose of this policy is to provide a framework for the governors of Fair Acres Federation.

Governor Visits Objectives

- To establish and develop positive relationships with the staff and pupils
- To have a greater understanding of pupils' needs
- To recognise and celebrate success
- To monitor the implementation of the School Development Plan
- To increase first-hand knowledge of the school to inform strategic decisions
- To understand the environment in which staff work and pupils learn
- To provide support and encouragement to staff and pupils
- To demonstrate that the governing body is contributing to the school's self-evaluation process
- To strengthen links with a subject area
- To develop individual governor's roles in terms of their specific responsibilities, eg. Literacy, Safeguarding etc.

Considerations

Aspects for consideration during the visit may include, but are not limited to:

- General ethos and atmosphere of the area/s visited;
- Attractiveness or otherwise of the area/s visited;
- How well are resources used, what resources may be needed;
- Health and Safety (where appropriate)
- Pupil behaviour and attitude to learning;
- Evidence of Safeguarding;
- Pupil engagement in lessons;
- Relationships observed between both staff and pupils.

Responsibilities of visiting governors

- Governors will not make judgements about the effectiveness of the teaching they observe;
- Governors will not pursue a personal agenda or seek to take advantage of their position;
- Governors to provide written report using the adopted proforma (see appendix) and forward to the Chair and Clerk;
- Governors and staff will respect confidentiality arising from any aspect of the visit;
- Any action points arising from the visit will be discussed and agreed by appropriate parties.
- Governor will be asked to provide feedback



**Fair Acres
Federation**
Our values and learning
are stronger together



OPEN / CONFIDENTIAL

(Delete as appropriate depending on content – OPEN should be the norm)

GOVERNOR'S VISIT REPORT

NAME OF GOVERNOR:	DATE OF VISIT:
	TIME: AM/PM/OTHER.....
AREA OF RESPONSIBILITY:	
OBJECTIVES OF VISIT	
PEOPLE VISITED / SPOKEN TO	
OBSERVATIONS	
POINTS FOR CLARIFICATION	

ANY OTHER ISSUES/POINTS
HEALTH AND SAFETY ISSUES NOTED / RAISED
SAFEGUARDING ISSUES NOTED / RAISED
COMMENT ON PUPIL BEHAVIOUR
HEADTEACHERS REMARKS
Date: