

Original Date Written	Latest Review Date	Date Adopted	Date for Review
March 2018	January 2021	January 2021	January 2024

Marlborough St Mary's CE Primary School



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

Governor Visits Policy

Together we believe, learn and achieve

MARLBOROUGH ST MARY'S CE PRIMARY SCHOOL

Governor Visits Policy

Governing bodies have a statutory responsibility to monitor and evaluate the effectiveness of the school and its curriculum. Visiting the classroom is one of the ways in which this can be achieved.

New Governors will be offered an opportunity to visit the school at early stage, singly or as a group, at a date and time agreed with the Headteacher to gain an understanding of systems and practice and current issues.

The school welcomes governors into school on informal visits such as assemblies, or as parent helpers throughout the year. This policy is written to cover the more formal visits that enable staff and governors to work more closely together.

What we hope to achieve;

Listed below are the potential benefits that close links and visits by Governors to School may bring -

Governors:

- To recognise and celebrate success
- To develop relationships with the staff
- To get to know the children
- To recognise different teaching styles and the value of each
- To act as a researcher for the teacher
- To understand the environment in which teachers teach
- To inform decision making
- To find out what resources are needed and prioritise these
- To see policies and schemes of work in action
- To monitor the implementation of the School Development Plan

Teachers:

- To ensure that governors understand the reality of the classroom
- To get to know the governors
- To understand better the governors roles and responsibilities
- To have the opportunity to reflect on practice through discussion
- To highlight the need for particular resources
- To promote understanding of roles of teachers and governors

Governor visits are not about:

Governor's visits are not a form of inspection to make judgements about the professional expertise of the teacher. That remains the task of the head and/or other educational professionals. It would therefore be inappropriate for governors to:

- Make judgements about the quality of teaching
- Check on the progress of individual children
- Pursue personal agendas
- Monopolise teacher time
- Arrive with inflexible pre-conceived ideas.

The Ground rules for Governors

Before

Always	Never
Arrange details of visit	Turn up unannounced
Agree level of confidentiality	
Agree purpose of visit	
Discuss the context of the lesson that will be taught	

During

Always	Never
Observe any class guidelines/rules	Walk in with a clipboard
Fulfil the agreed purpose of the visit	Interrupt the teacher

After

Always	Never
Thank the teacher (and the pupils if appropriate)	Leave without a word
Discuss experience with teacher as soon as reasonably possible	

Making it work

Both the Governor and staff member can make the visit useful. These guidelines list specific areas for staff-governor liaison.

- Get together and talk
- Take the role of “critical friend” – there to support, encourage and ask questions that will promote creativity

Useful Documents

- Subject policy
- Curriculum map
- School development plan
- Subject leader report and action plan

Useful question starters

- Prompts such as, “tell me...”, “how did you decide...?” will ease tensions.
- Talk about success, “What has worked well?”, “What difference has it made?”

Lesson/Activity visit

Be prepared to join in classroom activities, an extra pair of hands is always welcome. Talk to the pupils about what they are learning. Talk to the TAs about their involvement in the lesson or activity.

Resources

Can you help by using any relevant contacts to help staff resource their subjects, either through artefacts, videos, people who will come as guest speakers, places to visit.

Feedback to teacher, HT and FGB

Thank the teacher.

Complete the Record of Visit form electronically and forward to the class teacher. Send a copy to the Headteacher who will forward to the Chair and Vice Chair for review. Following review, the form will be stored on the OneDrive for information.

Governors who would like support in feeding back observations to the teacher should discuss with the Chair of Governors.

School visits will be a standing item on the FGB agendas for meetings so be prepared to give a brief report.

Programme of Visits

All governors are “linked” to a subject or class and they will be expected to meet with the teacher three times throughout the year, once in terms one/two, once in terms three/four and once in terms five/six.

Following these visits governors will be expected to fill in a record of visit (See appendix A).

Governors will visit the school by appointment with the Headteacher or other members of staff as agreed. Governors will report to reception upon arrival and follow the procedure for visitors.

Governors will respect the professional roles of staff and will raise any issues appropriately at meetings of the governing body or one of its committees. It is important that governors are not seen to be acting as “inspectors”.

RECORD OF GOVERNOR'S VISIT

MARLBOROUGH ST MARY'S CE PRIMARY SCHOOL

Name:	Subject/Area of responsibility:	Date:
Staff/Class Visited:		
Objectives of visit: 1. 2. 3.		
Brief notes:		
Three positive comments: 1. 2. 3.		
Two questions: 1. 2.		