



Federation of  
Kymbrook & Thurleigh  
Primary Schools

*Working in partnership with families to unlock the potential of every individual. Together, we nurture a self-belief and a lifelong passion for learning.*

# Governor Visits Policy

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Owner:	Full Governing Board



## Governor Visits Policy

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### Introduction

**Undertaking monitoring visits to our schools is an essential part of the Governor's role and provides a valuable insight into our schools' life and culture in supporting our vision to nurture a self-belief and a lifelong passion for learning for all our pupils.**

Feedback and learning from visits allow the Governing Board to monitor how the schools' strategy to support our vision is being implemented, how policies are working and to identify strengths and areas for development through a positive working partnership with school leaders.

Having a presence during scheduled school visits also raises the profile of Governors and the Governing Board and provides an opportunity for Governors to discuss and explain our functions and roles to pupils, staff and parents involved in the visits.

A number of visits to the schools take place during the academic year: they take the form of termly governors' monitoring visit, Lead Governor visits and ad-hoc visits by the Chair and Vice Chair.

### Policy aims

This policy aims to ensure that all governors understand:

- the purpose of Governor monitoring visits
- the expectations for carrying out visits including preparation, expected conduct and reporting back to the Governing Board

### Purpose of monitoring visits

Visiting our schools on a planned and agreed schedule will enable Governors to:

- better understand our schools' strengths and areas for development
- determine if agreed policies and procedures are working in practice
- identify how resources are being used
- show staff and pupils that Governors are interested in the life, work and achievements of our schools
- experience the culture and ethos of our schools

Monitoring visits are focused on:

- strategic priorities and key policies that are within the schools' strategic development plan
- evaluation of progress against priorities objectives and planned actions: are the actions identified actually happening and what is their impact?
- seeking assurance that the needs of pupils are being met (such as Safeguarding and SEND)



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### Frequency of monitoring visits

Governor monitoring visits are held in the Autumn 2 and Spring 2 terms – usually in the morning up until lunchtime. The visit dates are proposed at the start of the relevant term at the Full Governors Board meeting to enable a convenient date to be agreed by the Executive Headteacher and as many Governors as possible.

The visits are scheduled to allow governors to see relevant activities that assists Governors in evaluating strategic milestones.

### Arranging and preparing for monitoring visits

The Chair and the Executive Headteacher will discuss and agree the foci for the monitoring visits.

Consideration is given to:

- timing of the monitoring visits to fit with the schedule of board and committee meetings, to allow for timely feedback and discussion
- foci for the visits which relate to identified priorities on the SDP which the HT feels are appropriate for evaluation according to the schools' self-evaluation cycle
- avoiding visits clashing with important events and/or busy periods in school life
- workload implications for staff who are likely to be involved in the visits

The Executive Headteacher will set an agenda and timetable for the visits in relation to the agreed foci and SDP priorities. There will also be a timeslot at the end of the visit for initial Governor feedback to the Executive Headteacher and SLT members.

The Chair will then organize and co-ordinate the visit schedule with Governors and issue any relevant documentation with supporting questions to support the visit and evaluation process.

### Stakeholder engagement

Depending on the focus and areas selected to be included in the visit, the Executive Headteacher will organize for as many stakeholder groups to be involved in interactions with Governors during the visit: for example, pupils, classroom teachers, support staff, senior leaders and subject leaders and parents as deemed appropriate for the subject areas being covered.

### Expectation of Governors

Governors are expected to prepare for their visit and contribute to the final visit report. This includes:

- scheduling the date in diaries



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- being familiar with the schools' policies for visitors that includes relevant health, safety and safeguarding instructions
- reading the background information relating to the focus of the visit, such as relevant section(s) of the strategic plan, performance data, policies, stakeholder information
- clarifying the purpose of the visit with the head teacher and or relevant member of staff
- confirming the visit schedule and activities
- positively engage with staff/pupils through the prepared questions
- take notes during the visit activities so that a write-up of findings can be produced to contribute to the final report

### Expectations following a visit

The Chair will co-ordinate written feedback from Governors involved and their area of involvement and evaluation during the visit.

The Chair will collate, and edit where the Chair deems necessary, all feedback into a single draft visit report which will be shared with the Executive Headteacher for approval. A final version will then be submitted to the next Full Governing Board meeting for discussion and minuted for the record.

### Conduct on all visits

When visiting the school in a governing capacity, Governors should:

- arrive in good time and follow the school's procedures (such as signing in) and wear their Governor identification lanyards
- be respectful of the school at work
- acknowledge the staff and pupils involved in the visits
- be clear with everyone if taking notes, that this is for memory/feedback purposes and not for recording judgements (for example on the quality of their teaching)
- ask relevant questions that are closely linked to the purpose/focus of the visit

Governors are also expected to behave in line with the Governing Board's Code of Conduct, being aware of the need to maintain confidentiality.

### Lead Governor Visits

Each Governor who holds a Lead Governor role will be expected to make visits to the school throughout the academic year. The frequency and purpose of these visits are determined by the Lead Role descriptor relevant to their role.

All Lead Governor visits must be pre-arranged and agreed by the Governor with the Executive Headteacher and/or relevant senior lead for the responsibility area. The agenda for the meeting also needs to be discussed and agreed prior to the visit and must be relevant to the responsibilities as outlined in the Lead Governor descriptor.



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The Lead Governor will be expected to note outcomes and actions arising from the meeting and formulate a written report or be able to give a verbal report to the next Full Governors Board meeting.

### **Chair and Vice Chair visits**

The Chair of Governors (in some cases with the Vice Chair) will arrange to make visits to the school to meet with the Executive Headteacher and/or other senior leaders to discuss various matters of importance or urgency, to be appraised of developments and to prepare for upcoming Governor Board meetings. Each meeting will be at the discretion of the Chair and Executive Headteacher/senior leaders and will be pre-arranged and agreed.

### **Parent Governors or Governors who have children attending our schools**

It is more frequently the case that parents who are Governors are more regularly visiting our schools to drop off and collect children, attend parents evening and other events. Governors with children attending our schools should not use these opportunities to raise, instigate or conduct Governor activities during these times.

Governors must contact the Executive Headteacher or other relevant staff member to arrange a visit (as detailed above) or to raise any questions concerning matters of Governance business separately. Governors must not approach staff with Governance matters whilst in school as a parent without the express prior knowledge and agreement of the staff member.