



Ashby Hill Top Primary School
Governor Visit Policy
Next review September 2024

Statement of intent

Through this policy, Ashby Hill Top Primary School aims to embed effective procedures concerning governor monitoring visits. Each governor is expected to make at least one visit per term, 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 school'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.

Governors must:

- Remember to respect school staff and pupils
- Support the Headteacher
- Acknowledge that they represent the full governing board

By following the agreed principles and procedures, governor visits will be an enjoyable experience for all involved and will significantly contribute towards school improvement.

1. Legal framework

- 1.1. This policy has due regard to all relevant statutory guidance including, but not limited to, the following:
 - The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
 - DfE (2019) 'Governance handbook'
 - DfE (2014) 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013'

2. Roles and responsibilities

- 2.1. Governors are responsible for:
 - Ensuring they meet the monitoring visit requirements of any link governor role they have taken on.
 - Ensuring they make at least one governor visit per year, where they do not have a specific area to monitor
 - Reporting their observations to the full governing board during a full governing board meeting.
- 2.2. The Headteacher is responsible for:
 - Facilitating governor visits.
 - Discussing completed visits with governors, prior to a report being made to the full governing board.



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These responsibilities may be delegated by the Executive Headteacher to the Deputy Headteacher.

- 2.3. A number of governors are linked to particular subjects or areas of the school's provision. Details will be found within the Governing Body's Terms of Reference document.

3. Annual schedule

- 3.1. The annual schedule of visits is outlined in the LGB meeting, which may be amended according to need.

4. Etiquette

- 4.1. Governor visits are not a form of inspection, and governors will not make judgements concerning teaching or other areas of school provision in any official capacity.
- 4.2. Governors will avoid visiting classrooms where their own children are present unless this is unavoidable.
- 4.3. Governors will not pursue personal agendas during visits.
- 4.4. Governors will remain flexible and understand that the school must make pupils' education the priority, and that this may sometimes lead to the rearranging of visits.
- 4.5. Governors will never visit the school unannounced.
- 4.6. Visits are not an opportunity for governors to check on individual children or monopolise the time of staff.

5. Preparing for a visit

- 5.1. Governors will arrange visits at least one week prior to the date of the proposed visit.
- 5.2. Before a visit, governors will:
- Agree the purpose of the visit
 - Discuss the context of the activities to be observed
 - Agree their role within the activities

6. During a visit

- 6.1. During a visit, governors will:
- Adhere to their agreed role.
 - Where visiting activities involve lesson observations, not ask questions, interrupt the teacher or distract pupils during the lesson.
 - Adhere to confidentiality agreements.
 - Adhere to the agreed times and purpose.
 - Be sensitive to the needs of the pupils and the wider school community.
- 6.2. During a visit, governors will not assume a role different to that which has been agreed.



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7. After a visit

7.1. After a visit, governors will:

- Thank the staff, and pupils where appropriate, involved in the visiting activities.
- Discuss the visit with the staff involved in the visiting activity at their convenience.
- Provide feedback regarding the visit to the full governing board.

7.2. After a visit, governors will not:

- Leave without acknowledging staff or pupils involved in the visiting activity.
- Break confidentiality agreements.

8. Providing feedback

8.1. A time will be agreed between the governor and staff, at the staff members convenience, to discuss what was observed during the visit (this will usually, but may not, be at the end of the visit).

8.2. During the discussion, governors will adhere to the following framework:

- Ask staff for their views on what happened during the visit
- Present your observations
- Provide positive feedback
- Raise any issues
- Ask further questions
- Thank staff for the opportunity

8.3. By the end of the discussion, both the governor and staff members will be clear as to what information will be shared with the Headteacher and full governing board.

8.4. The Governor Visit Report will be completed as soon as possible after the visit (within five working days maximum), and will be provided to the Headteacher and chair of governors for approval.

8.5. The Governor will discuss any issues relating to the visit/report raised by the Headteacher and/or chair of governors prior to the distribution of the report,.

8.6. A final copy of the completed report will be provided to:

- The headteacher
- The member of staff concerned
- The clerk to governors

8.7. A copy of the report should be circulated to all governors prior to, and not less than seven days before the next appropriate governing board meeting.

9. Monitoring and review

9.1. This policy will be reviewed every two years by the headteacher and the chair of the governing board.



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- 9.2. When reviewing the success of the policy, the headteacher and chair of the governing board will take the following into consideration:
- Has every governor conducted the required number of visits to be able to effectively monitor their area of responsibility?
 - Has every governor made links with their allocated subject or area of provision?
 - Has every governor met with staff members they are linked to?
 - Are visits achieving the desired outcomes?
 - What worked well?
 - What did not work well?
 - Have there been any unexpected benefits?
 - How can practice be improved?
- 9.3. Any changes made to this policy will be communicated to all governors and staff members.
- 9.4. All governors are required to familiarise themselves with this policy as part of their induction programme.