



## Governor Visits/Monitoring Policy

*'Learning to Live, Living to Learn'*

---

Endowed in 1678, founded by the Church of England and part of The Diocese of Canterbury, Hartlip Endowed Church of England Primary School has a distinctive Christian ethos at its heart. The school endowment documents that a school be provided for the "children of Hartlip and the neighbouring parishes if an overplus".

Our school seeks to be a happy place, with a welcoming atmosphere, built on mutual respect with confidence and understanding between parents, children, staff and governors.

All policies are governed by our Christian School Values which were chosen by all members of the school community: Trust, Forgiveness, Friendship, Thankfulness and Peace. These values underpin the daily diet of the whole school community.

- All members of the school community are **trusted** by all those within the school community to deliver the very best for the children in all that they do.
- Things will go wrong. There is a quiet acceptance of this deployed throughout the school and the opportunity to move on and learn from this, demonstrated through the value of **forgiveness**.
- All members are **thankful** for the community to which we belong and demonstrate this accordingly
- We learn in **peace**. We accept that we all learn in different ways and have different needs that require accommodation.
- We learn in **friendship**; supporting each other to achieve to our very best potential at all times.

### **Rationale**

Personal observations made on school visits are a major source of information. The experience involves teamwork, directed towards a common goal, founded upon good relationships with the professionals. There must be trust.

Visiting increases understanding and assists informed judgement; it can improve the quality of decision making.

### **Purpose**

All visits need a clear purpose agreed by either the trust board, the local governing body, the Executive Principal or the School Principals before the visit takes place.

Purposes might include:

- knowing more about the work and organisation of the school
- keeping up to date with developments
- offering visible support



- implementation of the school improvement plan, or reviewing its success

Visiting is also a function of directors and governors as a whole. Governors are not inspectors or advisers; it is not their job to assess the professional competence of individual teachers.

## Planning and undertaking school visits

### Before

- Clarify the purpose of the visit. Is it linked to the School Improvement Plan?
- Discuss the format of the visit with the executive principal or school principal well in advance. Make sure that the date chosen is suitable for the purpose identified.
- Try to prepare questions for staff in advance. The lead teacher or another governor may be able to guide you on this.
- Discuss if any supporting information is to be made available, e.g. Ofsted report; improvement plan; performance data.

### During

- Be punctual, sign in at the reception and always inform the Headteacher of your presence in the school.
- Keep to the agreed timetable but be flexible.
- Get involved with the children if this has been agreed it would be appropriate.
- Remember it is a visit not an inspection.
- Don't distract the class teacher from his/her work but be prepared to talk and show interest.
- Be courteous; friendly not critical.
- Remember why you are there. Don't lose sight of the purpose of your visit.

### After

- Discuss what you have observed with the lead teacher/ head teacher before you leave the school. Use the opportunity to clarify any issues you are unclear about. Consider together whether it has been achieved.
- Be open, honest and positive.
- Make notes as soon as possible after your observation while it is still fresh in your mind.
- Discuss your observations with the Headteacher following the visit.
- Report on your visit in writing using the appropriate format (see appendices).
  - 1) Share this report with the Headteacher (**within 1 week of the visit**) so that any inaccuracies can be changed before it is submitted to the FGB
  - 2) Then share (**within 3 weeks of the visit**) with each governor. Remember this report will be the evidence that you are part of the strategic leadership of the School and monitor its work and its success towards meeting its stated objectives on the School Improvement Plan. The report must be discussed at the next FGB meeting.



Appendix 1

**Governor General Visit Proforma**

Name	
Date of Visit	
Focus of Visit	
Classes/staff visited	
Summary of activities e.g. observing classes, talking to staff and pupils, looking at resources, had lunch etc.	
Positive comments from the visit	
Aspects I would like clarified / questions I have to be raised at next meeting	
Any other comments	



Appendix 2

**School Improvement Plan Monitoring Visit**

<b>Focus area identified from School Plan:</b>	
<b>Source of evidence of progress</b>	<b>Comment and impact</b>

