



## GOVERNORS' VISITS POLICY

<b>Originator</b>	<b>Authorised by</b>	<b>Date Adopted</b>	<b>Date of Review</b>	<b>Next Review</b>
Ormiston/	Board of Governors	March 2016	December 2017	January 2020

## **Ormiston Chadwick Academy**

### **Model policy for governors' visits**

GEL July 2010 Page 1

#### **The purpose of this policy**

Governing bodies have a statutory responsibility to promote high standards at their school, and must monitor and evaluate its effectiveness in this respect. Through visiting our School, governors can get to know it better. The governing body is a corporate body and every governor will visit the School as a representative member of that body, not as an individual. An effective partnership between governors and staff, based on mutual understanding, benefits the whole School community. This policy will provide an agreed framework within which governors will plan and carry out their School visits.

#### **Visit programme and content of visits.**

The programme of visits will be organised in consultation with the Principal.

The amount of visits to be undertaken within a school term should not draw unnecessary time away from the day to day business of the Academy and should not impede the teaching or learning.

There is no 'set limit' to the number of times a governor can or should visit the Academy but consideration must be given at each request to the views of the Principal about timings.

As each governor has a link focus, the focus of visits should correspond with their area of expertise or specialism so that they are able to report back on their specific areas at the governing body meetings.

The specific focus will be agreed with the Principal beforehand and shared with any staff members involved. During this it will be agreed which element of the SDP the visit links too and any confidentiality requirements will be addressed.

If Governors are seeking the views of pupils then questions will be shared with the Principal or person in charge prior to the interview.

If Governors see something that concerns them during a visit then they will directly report their concerns to the Principal.

The Academy has no issue with parent governors visiting their child's class unless we feel it will impede the teaching and learning of the student. We will treat this on a case by case basis.

#### **Reporting**

Feedback will be communicated to the Principal at the end of the visit either in person, email, phone call or writing. A report will then be drawn up by the governors documenting their findings. These visits will be reported in the main governing body meetings and corresponding paperwork circulated by the chair of governors. Other governors will receive this prior to governing body meetings and will have the opportunity to ask any further questions of the visiting governor.

#### **Procedure for carrying out visits at Ormiston Chadwick Academy**

Our governor visits will be organised as follows:

### **Before the visit**

- *Agree a mutually convenient time to visit with the Principal/class teacher or head of department. Avoid stressful or busy periods in the School calendar*
- *Clarify the purpose of the visit (see suggestions in Appendix 3) and agree this with the Principal and relevant staff. Agree together how best to approach the identified focus to make effective use of everyone's time.*
- *Agree how you will be introduced to the children and young people and the extent to which you will be involved in any activity or lesson*
- *Agree a convenient time to discuss your lesson observation with the class or subject teacher. This will also be your opportunity to clarify any issues you are unclear about.*
- *Prepare for your visit by reading any relevant documents*
- *Ensure that you are aware of the core principles underlying the governor visits at your School and abide by them.*

### **During the visit**

- **Remember this is a visit, not an inspection.** *Governors are visiting to learn more about the School and to gather information to inform decision making by the governing body. It is not the governors' role to judge the quality of the teaching. Monitoring staff performance and the quality of teaching and learning is the job of the Principal.*
- *Remember that you are an invited guest.*
- *Be aware of, and adhere to, the School's Child Protection policies and procedures.*
- *Be punctual, sign in and wear a name badge.*
- *Try hard not to disrupt the normal working of the School by monopolising the teacher's time.*
- *Smile and listen. Try to relax and enjoy yourself.*
- *Think carefully about what you say and do. Remember that a visit by a governor can be stressful for staff. Be courteous, tactful, positive and interested. Avoid criticism e.g. Never make a comment on the teacher's conduct of the lesson or on individual pupils.*
- *Try not to draw too much attention to yourself. Avoid overtly making notes as this can be disconcerting. Instead, write down your thoughts as soon afterwards as is practical.*
- *Remember that you are representing the governing body. Governors should be prepared to explain policies, but should avoid giving personal opinions which could be misinterpreted as the views of the governing body.*
- *Avoid making promises on behalf of the governing body.*
- *Only go into the staffroom if you are invited to do so.*
- *Observe previously agreed levels of confidentiality.*
- *Remember to thank the staff for supporting you in your role as governor*

### **After the visit**

- *Discuss your visit with the Principal and agree a draft of any written report with the Principal and with staff, as appropriate. Be prepared to take the comments of others on board before you circulate your report to governors and the clerk.*
- *Send a note to thank the relevant staff. Be open and honest; recognise and celebrate achievement.*
- *Reflect upon your visit. Your views will inform the review of the policy and procedures*

## Evaluating the visit

Following a visit, governors may reflect on the following questions:

- How did the visit go?
- Were you clear about your objectives?
- What, if anything would you do differently next time?
- Are there further areas you would like to explore?
- How has the visit helped you, the School and/or the governing body? E.g. in collecting monitoring evidence, in greater understanding of a particular aspect.

## Monitoring, evaluation and review of this policy

Governors' visits will be an agenda item at ***termly governing body meetings***. This policy will be reviewed **annually** by **the Governing body**. The views of the staff will be sought. The governing body will consider if governor visits are contributing to the information that the governing body has about progress towards meeting priorities and targets identified in the School Development Plan.

**This policy was approved by the governing body of Ormiston Chadwick Academy School on 7 December 2017.**

**This policy reviewed by the Principal January 2019**

Signed \_\_\_\_\_ (Chairman)

Date \_\_\_\_\_