

Chestnuts Primary School

Governors Visiting Policy

Adopted by: Chestnuts Governors

Dated: April 2013

Signed: (Chair Finance & Personnel)

Dated:

Date of Issue	June 2010
Reviewed status: (Every Two Years)	Review Date: Sept 14
Status: This policy is reviewed every two years by the Finance & Personnel Committee	

Chestnuts Primary School Governors' Visit Policy

Chestnuts Primary School acknowledges the importance of governors visiting school as a vital tool in ensuring that the governing body can evaluate the impact of their plans and policies on the day-to-day operation of the school, raise their awareness of life in the classroom and develop positive relationships between staff and governors, fostering a sense of partnership.

Governors are not inspectors and are visiting to gain knowledge or to monitor the development of items on the School Development Plan. Governors are asked to record their visits offering feedback to other members of the Governing Body and the Senior Leadership Team.

Preparing for a school visit

- Before the visit agree with the Head teacher the focus of the visit.
- Arrange a time to visit with class teachers - informing him/her of the focus of the visit. It is helpful to meet the teacher prior to entering the lesson.
- Ask if there is any information that should be read prior to the visit.
- The visit may be focused on an action from the School Development Plan or be a general visit to learn about your specific curriculum or year group link. Make sure you arranged to see the correct members of staff to provide you with the best information.

What can governors observe on a visit?

External appearance

- Are the school grounds tidy, attractive and well maintained?
- What is the general state of external decoration?
- Is the school entrance welcoming?
- Is the governor information for parents well displayed?
- Are there adequate signs directing you to the reception?

The school in general

- Is the reception area well maintained?
- Is there an adequate visitor signing-in procedure?
- What is the overall atmosphere in school?

- What sort of a general welcome did you receive?
- What is the general state of the internal decoration?
- Are there any obvious examples of community links?
- What is the general standard of pupil dress and behaviour in school?
- How effective are communications, within and outside of school, with parents, governors, community and interest groups?
- How is success and behaviour measured and rewarded in schools?

The Learning Environment

- Are the pupils busy and active within the classroom?
- Are the pupils interested in their topic?
- How is the classroom resourced?
- Are there any areas where resources could be improved with extra finance?
- Were you welcomed into the classroom?
- Is plenty of the pupils' work displayed?
- What is the standard of the displayed work?
- What is communication like in the classroom?

Tips for the visit day

- Arrive on time and ensure you have a visit reporting form
- Please take informal notes if it will help you prepare feedback for other governors
- When visiting classrooms always be mindful to be supportive to teaching staff and pupils
- Please be aware that teachers are working during your visit, and lengthy discussions are not possible when teaching. Arrangements can be made to discuss the visit afterwards, which staff welcome and appreciate.
- After the visit thank the member of staff, and the children
- Prepare your feedback
- Please send your completed visit forms to the Head Teacher who will arrange for them to be circulated to other governors. (Appendix A)

MONTHLY LINK GOVERNOR

What is a monthly link Governor?

At Chestnuts we believe it is important that the Governing Body have as many lines of communication with school staff, parents and children as possible. Therefore we have developed the role of a Monthly Link Governor.

From Autumn term 2013 the Governing Body focus will be on increasing the amount of time they are able to visit the school during its working day. The Governing Body will therefore organise their work and time to allocate a Governor to concentrate on visits every month.

Governors will come into school during their allocated month as much as is reasonably possible. They will attend school events in that month, come to assemblies and find opportunities to meet teachers, staff and pupils. The allocated governor list will be advertised to parents.

Guidance for Governors

- Plan your visit in advance by arranging the date and time with the Head Teacher
- Check the school planner for events planned within your month
- Think about being around at the start or end of the day to meet parents
- Think about perhaps being a round at lunchtimes / breaktimes
- Talk to the Head Teacher prior to the visit about areas you are interested in observing or staff you particularly want to talk to
- Make sure you have read the Governor Code of Conduct before coming on a school visit

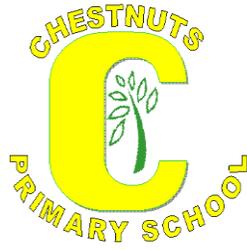
Procedures in the event of concern

Where concerns exist, it is vital that they are discussed immediately with the Head Teacher. If you are not satisfied with the response and remain concerned, your next step should be to talk to the Chair of Governors.

And finally....

- Enjoy your visits to Chestnuts
- Encourage other governors to visit the school
- Remember that as well as being a duty and a pleasure it is a privilege to go into a school
- You may observe children's work, health or they may innocently reveal things about their home life – it must remain confidential
- A good reputation is very hard to gain and very easy to lose. As a governor, you are part of the team aiming to build this good reputation. It can be extremely damaging if concerns are expressed to the community.

Developed: March 2009



APPENDIX A

**Chestnuts Primary School
Governor Visit Feedback Form**

Governor: Date of visit:.....

Classes visited:
.....

Focus of visit:

Is your visit linked to a School Development Plan Priority? Yes / No

Which priority:

What were the key points from your visit today?

-
-
-
-
-
-

What have you learnt that you believe will make a valuable contribution to the Improvement Plan?

.....
.....
.....

How do you feel this visit has helped you develop your role as a governor?

.....
.....
.....

Are there any further points you wish to bring to Governor' attention?

.....
.....
.....

Thank you for making the visit

Please copy this form to the Head Teacher and to the Chair of Governors

Signed: Date.....

Printed: