Governor School Visits Policy.

This policy provides an agreed framework and guidance for school visits which are undertaken by Pitmaston Governors in fulfilling their strategic role, holding the school to account and supporting the delivery of the school's vision. More specifically, the aim of such visits could be to observe the work of the school in line with the School Improvement Plan (SIP), liaise with teaching staff and members of the Senior Leadership Team, and, if appropriate, talk to pupils. Following a visit, detailed feedback should be provided to the Governing Body.

1. PURPOSE OF VISITS

It is important for governors to develop a degree of understanding and an overview as to the day-to-day work of the school in order to ensure the overall effectiveness of the Governing Body in fulfilling its role. This will involve each governor aiming to visit the school at least once a term and taking the opportunity to discuss issues with the Headteacher and relevant staff members. Visits should relate primarily to the specific areas of focus linked to the School Improvement Plan and individual link governor roles, which are allocated at the beginning of the school year. Visits can also relate to other matters that arise and are discussed during Full Governing Body and committee meetings. In every case, a school visit should have a specific and clearly defined purpose.

The benefits of governor visits to the school include:

- increasing the Governing Body's awareness of the day to day challenges and needs of the school and developing a better understanding as to how those needs can be met.
- increasing the Governing Body's effectiveness in its strategic role and in supporting the school in its capacity as a "critical friend".

2. CONDUCT DURING VISITS

It is important to note that governor visits do not constitute inspections and do not involve governors making judgements about individuals or the quality of teaching in school as these matters are the responsibility of the Headteacher and the Senior Leadership Team.

	Always	**Never**
Before	- Sign in and out using Inventry and wearing the orange Governor Lanyards around school. - Arrange details of the visit with the Headteacher primarily. - If a follow up meeting with the member of staff is arranged	- Turn up unannounced. - Make judgements about the quality of teaching.

	ensure the Headteacher is aware of the visit via e-mail. - Agree the purpose and scope of the visit. - If a learning walk is to be undertaken, questions should be asked and discussions undertaken with reference to the School Improvement Plan priorities.	
During	- Be aware of the need for confidentiality - Adhere to the times and purpose agreed - Be sensitive to the mood in any classroom you visit and the expectations of the children. - Ensure that your mobile phone is switched off at all times.	- Interrupt, or talk to staff during teaching, unless invited - Distract the pupils from their task in any way
After	- Discuss the visit with the teacher at their convenience - Complete the relevant report for the Governing Body	- Break rules of confidentiality. - Talk about the visit with other teachers/adults/parents. - Talk or write about individual pupils using their names in a visit report following a visit.

3. BENEFITS TO GOVERNORS AND STAFF

Governors	Staff
To establish and develop effective relationships with the staff	To establish and develop effective relationships with the Governing Body and a nominated subject Governor.
To develop an understanding of pupils' needs in general terms	
To recognise and celebrate success within school	To feel valued and celebrate successes and progress.
To increase their first-hand knowledge of the school in order to inform strategic decisions	To appreciate and value the role and responsibilities of the Governing Body, continuous professional development.
To understand the environment in which staff work and children learn	To ensure governors understand the reality of the classroom and the school environment together with any associated challenges
To see policies and schemes of work in practice	To understand that accountability is part of the Governing Body role.

To find out what and how resources are used to identify priorities and further needs	To highlight the need for further resources
To show support and encouragement to staff and pupils	To be supported, whether this be accessing resources or time or just celebrating progress
To demonstrate that the Governing Body is contributing to the leadership of the school	Understanding and knowledge of leadership across school
To develop individual governor's specific allocated roles and responsibilities e.g. safeguarding, health & safety etc.	To share an understanding of a specific area of expertise

4. FOLLOWING-UP ON THE VISIT

- Governors are undertaking the visit on behalf of the Governing Body as a whole. However, it is not appropriate for them to make either judgements or promises on behalf of the Governing Body.
- Governors should not seek to address everyday matters which are normally associated with the operational management of the school.
- Comments should be limited to the focus of the visit unless a governor become aware of a safeguarding or health and safety issue arising, in which case this should be reported in accordance with the school's procedures.
- A **Governor Visit Report Form** should be completed as soon as possible after the visit and submitted to the Chair of Governors, Headteacher and Clerk to the Governing Body and, as best practice, shared with the member of staff involved.

5. MONITORING AND EVALUATION OF THIS POLICY

This policy will be reviewed annually with consideration as to whether or not it supports the Governing Body's strategic leadership role and the school's vision to provide the very best possible education, outcomes and well-being for each individual child at Pitmaston Primary School.

POLICY REVIEWED: February 2024
DUE: Spring 2025

Signed _____ Signed _____

Chair of Governors Headteacher

School Visit Record

Name ..... Date .....

Purpose of visit Previously agreed with Headteacher
Links with School Improvement Plan How does this visit relate to a priority in the School Improvement Plan?
Governor Observations and comments eg What did you see? What did you learn? What would you like clarified?
Any key issues arising for the governing body eg the way resources are allocated, the way the school communicates, progress in implementing a key policy
Action following governing body meeting Record any action agreed by the governing body with regard to this visit

Please email to Kate Wilcock (Headteacher), Lynda Townsend (Chair), Beth Fuller (Clerk) and the member of staff visited, within 2 weeks of the visit. Thank you.