



Mead Road Infant School

'Small enough for everyone to count'

Governing Body School Visit Policy

At Mead Road Infant School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Mead Road Infant School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Date Reviewed:	Spring 2016
Next Review Date:	Summer 2018



Context

Individual governors do not have an automatic right to enter the school whenever they wish. However, they need to be able to visit from time to time to develop their understanding of the school. These visits enable them to fulfil their statutory responsibility for the conduct of the school. Governors should arrange their visits with the Head of School, who has responsibility for the day to day management of the school.

The Governing body should plan visit to cover a wide range of schoolwork and each visit should have a clear purpose. They do not replace professional inspection or the monitoring and evaluation carried out by the Executive Head Teacher or Head of School.

A Guide to the Law for School Governors (September 2008)

Purpose of the Visit

Visits are undertaken to:

- Improve governing body knowledge of the school and the people that work in it
- Assist the governing body in monitoring the implementation of the school improvement plan
- Assist a governor to fulfil a specialist governor role such as inclusion
- Assist the governing body in fulfilling its statutory duties
- Assist the governing body in making informed decisions

Governors should not pursue any personal agendas or arrive with inflexible preconceived ideas. Governors are not to make any judgements about pupil's work, behaviour, any teacher's classroom practice or issues relating to the day to day running of the school. Those are the responsibility of the Head of School.

Planning the visit

Visits should be undertaken only as part of a strategic programme formally organised by the governing body or one of its committees and with the approval of the Head of School.

The Head of School should be kept informed of, and agree, the subsequent details of the planned visit. If the visit is to involve any member of staff, then that member of staff must be fully involved in the planning through the appropriate member of the leadership group.

The governor (s) making the visit should make themselves fully acquainted with health and safety procedures, including fire safety, prior to making the visit.

During the visit

Governors will at all times report to the office upon arrival and follow the procedure for visitors in order to provide a good example for other visitors.



If visiting a classroom, the governor must arrive at the time planned to avoid disrupting the learning process, and follow the agreed purpose of the visit. Governors must be aware that some teachers may feel nervous or stressful about having a visitor in the classroom. At the end of the visit think everyone concerned including the children.

Governors should be aware of their behaviour and avoid any implication that they are inspecting, such as by using a clipboard.

Following the visit

After visiting the school, the governor (s) should:

- Give some time and thought to reflection
- Write a note of thanks to all staff visited
- Complete a visit report outlining the purpose and results of the visit (the visit report will be shared with all appropriate staff involved)
- Raise any concerns sensitively with the Head of School
- Consider what went well and what did not go so well with respect to your involvement in the visit
- Consider what you would do different in a future visit

Following completion of the agreed monitoring programme the governor should report back to the governing body or committee as appropriate.

Related documentation

Appendix 1 – Notes for governor report form

Appendix 2 – Protocol for visits



Appendix 1 – Notes for governor report form

Before the visit, prepare notes covering these points

- Purpose of the visit – as agreed previously with the governing body and the Head of School
- Links with the SDP / SEF
- Comments on the focus of the visit
- Any key issues arising from the governing body in relation to the focus of the SDP / SEF
- Action following the governing body meeting

Appendix 2 – Protocol for visits

Governors visit their school to enhance their understanding of the school’s work and to help fulfil their responsibilities of monitoring and evaluating the school. We keep a file of visit reports.

	Always	Never
Before	<ul style="list-style-type: none"> • Agree purpose of visit • Agree how much time (a timetable may be a good idea) • Agree when you will discuss the visit with the Head of School • Consider practicalities (dress, parking, time of arrival, who to report to, how to make notes, breaks and lunch) • Find out how each teacher wants you to contribute (or not) 	<ul style="list-style-type: none"> • Turn up unannounced
During	<ul style="list-style-type: none"> • Introduce yourself to staff and pupils • Note and praise the positive • Ask questions to increase understanding • Remain focused on the purpose of the visit 	<ul style="list-style-type: none"> • Walk in with a clipboard • Arrive with preconceived ideas • Interrupt the teacher • Make professional judgements about staff expertise (governors are not inspectors) • Pursue your own personal agenda • Monopolise the children’s or staff’s time
After	<ul style="list-style-type: none"> • Thank the teacher and pupils • Discuss the visit with the Head of School • Write a thank you note to teachers and pupils • Compile a report (use framework if appropriate) • Raise any concerns sensitivity with the Head of School 	<ul style="list-style-type: none"> • Leave without a word



Good Governance Reminders

- Agree date of visit and purpose with Head of School
- Minimise disruption to the school
- Give key personnel time to prepare for the meeting
- Never include comments about individual children

Name (s):	Date of visit:
Purpose of Visit:	
Area of observation (Please tick accordingly): <ul style="list-style-type: none"><input type="radio"/> Finance & resources<input type="radio"/> Academically able<input type="radio"/> Safeguarding<input type="radio"/> EYFS<input type="radio"/> Curriculum<input type="radio"/> Teaching & Learning<input type="radio"/> Pupil Premium<input type="radio"/> SEN<input type="radio"/> Other (Please explain)	Year Group/s being observed (if applicable): <ul style="list-style-type: none"><input type="radio"/> Reception<input type="radio"/> Year One<input type="radio"/> Year Two
Ofsted Action/School Improvement Plan/Reference (s):	
Structure/Timetable of Visit:	
Key Personnel to Meet:	



Position	Name
Key Questions for Governors to Explore:	
Governor's Findings/Evaluation:	
Any Key Issues Arising for Governing Body:	
Action Following Governing Body Meeting:	
Signed Governor: Head of School/DHT: Date:	