



Governor Visits Policy

January 2025

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1. Aims of the Policy

This policy aims to set and maintain standards of conduct that we expect all governors to follow when making visits to the school. Governors do not have an automatic right to enter St Anne's CE Primary School. When they do so, they are invited guests.

This policy sets out the procedure that all governors are expected to follow when visiting St Anne's CE Primary School and how they are expected to report back on that visit to the governing board.

By creating this policy, we aim to ensure that all governors understand their role and purpose, so school visits are a productive and enjoyable event for all involved.

2. Guidance and Scope

This policy takes account of best practice and guidance from the [maintained schools governance guide](#) (section 3.3.3).

2.1 Routine Statutory Visits: Governors for Health and Safety, Finance, Special Educational Needs (SEN), and Safeguarding

Governors with responsibility for statutory duties will carry out regular school visits in order to meet the board's statutory obligation to monitor the school's effectiveness.

- For a specific purpose linked to the governing board's responsibilities, such as safeguarding, Single Central Record (SCR), Health & Safety, Finance
- Observe whether the school is implementing its statutory policies
- A termly one-to-one monitoring visit with corresponding staff leads
- Ad-hoc meetings as required or requested on issues specific to their areas of responsibility
- Finance link Governor to attend Local Authority Finance Officer routine meetings (summary at end of meeting last hour)

2.2 School Development Plan Monitoring Visits:

Governors will also take part in focused governor monitoring visits, which should be:

- In line with School Development Plan (SDP) priorities
- Observe how its policies and improvement plans are working in practice
- Observe whether the school is implementing its improvement plans, which actions have happened and monitor impact and progress towards targets.

2.3 All governors

All governors will:

- Carry out at least visit each year
- Attend at least one school Collective Worship in the year

- Attend at least one educational visit in the year

2.4 Governors are not inspectors

Governors:

- Will not assess the quality of teaching and learning in the classroom
- Will not manage the school or interfere in the day-to-day operations of the school
- For those governors who wish to spend time in a classroom, they will make their purpose in doing so clear.
- Individual governors do not have an automatic right to enter the school whenever they wish.

3. Visits Programme

Governors will carry out school visits according to the following schedule from our annual Monitoring Schedule:

AUTUMN 1	AUTUMN 2
<ol style="list-style-type: none"> 1. Chair of Governors - Annual induction visit, Headteacher wellbeing & introduction to CPD 2. Single Central Record 3. Health & Safety 	<ol style="list-style-type: none"> 1. Safeguarding 2. English 3. Finance 4. SEND
SPRING 3	SPRING 4
<ol style="list-style-type: none"> 1. Single Central Record 2. Pupil Premium & Catch up funding 3. Mental Health & Wellbeing 4. Health & Safety 	<ol style="list-style-type: none"> 1. Maths 2. Early Years 3. Safeguarding 4. Finance 5. SEND
SUMMER 5	SUMMER 6
<ol style="list-style-type: none"> 1. Sports Premium 2. Single Central Record 3. Vision, Values & Church School Ethos 4. Health & Safety 	<ol style="list-style-type: none"> 1. Broader Curriculum 2. School Development Plan 3. Safeguarding 4. Finance 5. SEND

Current Governor Link Responsibilities:

Safeguarding, Children in Care & Single Central Record:

Tom Woodlock

Health & Safety:

Joanne Mart

Curriculum:

Tom Woodlock & Gareth Bennett

SEND:

Liz Power

Behaviour:	Liz Power & Tom Woodlock
Pupil Premium:	Helen Mace
PE & Sports Premium:	Gareth Bennett
Mental Health & Well-being:	Liz Power
Early Years:	Laura Taylor
Vision, Values & Church School Ethos:	Andy Acheson
School Development Plan:	Tom Woodlock
Finance & Resources:	Helen Mace

4. Before a Visit

5.

Governors will:

- Notify the headteacher and the chair before scheduling a visit, even if the headteacher will not be involved in the visit. They should be made aware as a matter of courtesy
- Schedule an appointment with relevant members of staff in order to ensure visits are scheduled for times that are mutually convenient. Generally, governor visits are more productive when conducted during a school day
- Be sensitive to the numerous demands staff have on their time
- Clarify the purpose of the visit in advance with the chair, the headteacher and/or relevant member of staff
- Send questions in advance to the staff member, so everyone can feel properly prepared
- Be familiar with the school's safeguarding policies and procedures

6. During a Visit

Governors should know how to conduct themselves appropriately during visits in order to minimise disruption for staff and pupils, and to receive the maximum benefit from the time spent.

Governors will:

- Be on time and meet with the headteacher ahead of the visit
- Always wear a visitor's badge
- Use the agreed recording method for the visit. Photographs and videos are prohibited.
- Remain as observers; they are not there to pass judgement on staff or inspect them
- Ensure all parties are clear about why a governor wishes to spend time in the classroom, if they wish to do so
- Check with teachers before speaking to pupils
- Pass on any concerns the staff raise with the relevant people
- Be friendly but professional, and dress appropriately, bearing in mind the standards of dress set for teachers and pupils

Governors will not:

- Pass comment on classroom practice or any specific incidents that happen, judge teaching methods, assess the quality of teaching, or comment on the extent of learning
- Interfere with the day-to-day running of the school
- Behave in a manner than would make staff feel that they are there to inspect, e.g. sit at the back of the classroom with a clipboard
- Raise concerns in the moment. Governors should note down any concerns they may have and raise them with the chair of governors or headteacher after the visit

7. After a Visit

Governors will complete a written report as soon as reasonably practicable using the form attached as Appendix. In completing the report, governors will:

- Use neutral language at all times
- Remain observational, and describe only what they see
- Focus closely on the agreed reasons for the visit and its strategic role
- Once complete, governors will submit their reports to the following people, in the following order:
 - A more experienced governor for feedback – if they've been in place for less than 1 year.
 - The relevant staff member, both as a courtesy and to check for accuracy
 - The headteacher, as a courtesy
 - The chair of the governing board or the relevant committee, as agreed

Any questions or concerns regarding this policy should be made to:

Name: Elizabeth Hindmarsh
Role: Headteacher
Date: January 2025
Review due: January 2027



GOVERNOR MONITORING/EVALUATION REPORT

Subject/Focus:	Completed by:	Date:
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Purpose of task (What am I looking for?)	Link to School Development Plan 2024-25
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Task/activity undertaken (What did I do?):

Outcome (What did I find?):

Conclusion (Strengths):

Next steps (what, who, how, when?)

Recommendations for Governors

Summary of Impact (use this when writing an Evaluation Report, not for monitoring)

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Report received by: (Committee or Full Governing Body)	Date:
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