# Governor Visits Policy

| Date approved | Committee responsible for review of policy | Next review date | Policy on website | Statutory policy |
|---|---|---|---|---|
| 2024 | Resources | 2027 | No | No |

Headteacher: Mrs Fiona Micklefield

**Purpose of Visit**

To enable the governors to gain insight into the workings of the school so that they are better able to discharge their statutory duties; providing support to the leadership team in monitoring against the School Improvement Plan (SIP).

**Principle:**

Visits will always be made in line with the agreed governing body programme, have a specified focus and will be arranged at least a week in advance. Governor visits should be linked to the school improvement priorities.

**Protocols:**

**Before:**

- Visits will be in line with the governor monitoring calendar
- Dates and times will be mutually agreed by governors and the senior leadership team
- The purpose and plan for the visit will be communicated to all staff by the senior leadership team
- Governors will report to the school office on arrival, sign in and obtain their identification badge

**During the Visit:**

- Keep to the agreed programme
- Check it is a suitable time to enter a class (knocking, checking with the teacher, waiting for a suitable point to enter the room). Greet the teacher on arrival and thank them when leaving the class
- Make a point of noticing and listening to the children and staff, asking questions to clarify observations where required
- Dress appropriately
- Be mindful of reflecting the school values
- Be polite, tactful and sensitive
- Maintain confidentiality
- Give praise where it is due and thank staff and children at the end of the visit

**After the Visit:**

- If suitable and time allowing, give verbal feedback to the head teacher at the end of the visit
- Complete the template visit form within a week of the visit and share it with the head teacher before uploading to Governor Hub
- If there any concerns during your visit please discuss these with the headteacher before leaving.

**Other visits**

- Teachers may invite Governors in for special class occasions if appropriate e.g. Christmas performances, presentation events.
- A report may be written by the Governor or verbal feedback is shared at FGB.

**Visits linked to specific Governor roles**

- Visits to be arranged with staff member directly (e.g. SENDCo, Attendance Champion) and Headteacher notified to add into the governor monitoring calendar
- Agree agenda in advance of meeting
- Feedback to be written and shared with staff member then Headteacher
- Upload paperwork to Governor Hub following visit.

Head Teacher

(Fiona Micklefield)

Chair of Governors

(Paul Whitty)