



GOVERNOR SCHOOL VISITS POLICY

Our Governor School Visits policy supports this vision for the school:

Checkendon Primary School is a dynamic Church of England school in which our Anglican Christian values of respect, courage, integrity, compassion and hope are at the heart of everything we do. We give every pupil the opportunity to develop their particular capabilities in our stimulating and caring environment where creative teaching and an inspiring curriculum lead to high-quality learning and outstanding achievement. We work in partnership with parents and the wider community to help every pupil make excellent progress, develop a lifelong love of learning and broaden their sense of citizenship, as they grow in mind, body and spirit.

Purpose of Policy

Visiting the school is an excellent way to observe how it operates on a day-to-day basis and adds immeasurably to the governors' understanding of their school, its teachers and its pupils. Staff also benefit from opportunities to get to know governors, to find out about their roles and responsibilities and to highlight the need for particular resources.

All governors should do some visits each year which are focused on their specific responsibilities or relate to specific priorities in the School Development Plan.

Governors report back their findings to help the whole governing body and its committees make better informed judgements about the progress being made towards the priorities and targets in the SDP.

This policy is intended to ensure all governor visits are productive for the pupils, staff and governing body.

Before the Visit

- Agree the purpose of a proposed visit with the head teacher
- Arrange a date for the visit with the school office
- Be clear about the purpose of the visit to any members of staff involved
- Try to prepare questions and submit to staff in advance
- Agree whether you will participate or talk to the pupils or just observe

During the Visit

- Be punctual, courteous and respect the professional roles of staff at all times
- Focus on the purpose of your visit
- Observe discreetly and listen carefully to both staff and pupils
- Do not distract the teacher but show interest and interact when appropriate
- Remember you represent the governing body; it is not appropriate to make promises on their behalf
- It is not an inspection so do not walk in with a clipboard and spend the whole time taking notes

After the Visit

- Thank the teacher and pupils
- Discuss the visit with the teacher as soon as practical
- Do not forget to recognise and celebrate the successes of pupils and staff
- Complete a governor visit form as soon as possible while the visit is still fresh in your mind
- Discuss the visit and return the form to the Head Teacher as soon as possible
- Agree actions arising from the visit
- Reflect: Have I learned more about the school? Have I made an impact on school improvement? Have I helped the governing body fulfil its duties?
- Provide feedback to governors at the next meeting

Questions you may wish to ask teachers

- How do you keep track of standards and progress in this subject?
- What improvements are planned for this year?
- Are there additional resources needed for this subject?
- How do you help the skills of the other teachers in this subject?

Questions you may wish to ask pupils

- Tell me about what you are learning today
- Tell me what you like most/least in this subject?
- Do you know how you can improve/what your next target is?

Date adopted: May 2017

Next review: May 2018

Headteacher:

Chair of Governors: