



# **Holmer Green Senior School**

## **Governor Visits Policy**

**March 2020**

### **The purpose of this policy**

Governing bodies have a statutory responsibility to promote high standards at their school, and must monitor and evaluate its effectiveness in this respect. Through visiting our School, governors can get to know it better. The governing body is a corporate body and every governor will visit the School as a representative member of that body, not as an individual. An effective partnership between governors and staff, based on mutual understanding, benefits the whole School community. This policy will provide an agreed framework within which governors will plan and carry out their School visits.

### **The organisation of the governor visits at Holmer Green Senior School**

#### **Visit programme**

The programme of visits will be organised as specific Governor Days scheduled during the school year. The programme for these days will be drawn up by the Headteacher in consultation with the Governing Body and taking into account priority areas of the School Improvement and Development Plans.

#### **Content of visits**

- A programme for the Governor Days will be drawn up by the Headteacher
- Governors may want to seek advice for appropriate of questions on the day
- Governors will have the opportunity to seek the views of the pupils
- Governor Days will help to monitor the School Improvement or Development Plan priorities and inform new areas to be included
- Governors should speak to the Headteacher if they see something that concerns them?
- There will be an agreed protocol about parent governors visiting their child's class
- Governors will be reminded of the need for confidentiality e.g. if a governor has looked at work sample

#### **Staff involvement**

- Staff members from across the school will be encouraged to interact with Governors.
- The school should consider whether additional information needs to be given to staff prior to Governor Days and how they can assist in raising the awareness of Governors.
- Would some guidelines for approaching the Governor Days be helpful?

#### **Reporting**

- How will feedback take place on the day?
- How will the Governor Days be reported to other governors? Who will be responsible for evaluating the Governor Days?
- Where will the evaluation reports be published?

### **Procedure for carrying out Governor Days at Holmer Green Senior School**

Our Governor Days will be organised as follows:

#### **Before the visit**

- Agree a mutually convenient Day
- Clarify the purpose of the Day and agree the identified focus to make effective use of everyone's time.
- Agree how you will be introduced to students and staff and the extent to which you will be involved in any activity or lesson
- Agree a convenient time to discuss your observations.
- Prepare for your visit by reading any relevant documents
- Ensure that you are aware of the core principles underlying the Governor Day at your School and abide by them.

### **During the visit**

- Remember this is a visit, not an inspection. Governors are visiting to learn more about the School and to gather information to inform decision making by the governing body. It is not the governors' role to judge the quality of the teaching. Monitoring staff performance and the quality of teaching and learning is the job of the Headteacher.
- Remember that you are an invited guest.
- Be aware of, and adhere to, the School's Child Protection policies and procedures.
- Be punctual, sign in and wear a name badge.
- Try hard not to disrupt the normal working of the School by monopolising staff time.
- Smile and listen. Try to relax and enjoy yourself.
- Think carefully about what you say and do. Remember that a visit by a governor can be stressful for staff. Be courteous, tactful, positive and interested. Avoid criticism e.g. Never make a comment on and staff member's conduct or on individual students.
- Try not to draw too much attention to yourself. Avoid overtly making notes as this can be disconcerting. Instead, write down your thoughts as soon afterwards as is practical.
- Remember that you are representing the governing body. Governors should be prepared to explain policies, but should avoid giving personal opinions which could be misinterpreted as the views of the governing body.
- Avoid making promises on behalf of the governing body.
- Only go into the staffroom if you are invited to do so.
- Observe previously agreed levels of confidentiality.
- Remember to thank the staff for supporting you in your role as governor

### **After the visit**

- If you have seen something that worries you, you would normally discuss this first with the Headteacher.
- Discuss the day with the Headteacher contribute to the evaluation of the day.
- Send a note to thank the relevant staff. Be open and honest; recognise and celebrate achievement.
- Reflect upon your visit. Your views will inform the review of the policy and procedures.

### **Reporting on your visit**

Following a visit, governors will share their impressions with the governing body through a formal evaluation report. Give staff the opportunity to comment on the governor visit. Copies of approved and finalised evaluation reports will be circulated to the Full Governing Body for comment and to identify any required action points.

### **Evaluating the visit**

Following a Governor Day, governors may reflect on the following questions:

- How did the visit go?
- Were you clear about your objectives?
- What, if anything would you do differently next time?
- Are there further areas you would like to explore?
- How has the visit helped you, the School and/or the governing body? E.g. in collecting monitoring evidence, in greater understanding of a particular aspect.

### **Monitoring, evaluation and review of this policy**

Governor Days will be an agenda item at termly FGB meetings. This policy will be reviewed

taking into account the views of the staff. The governing body will consider if governor visits are contributing to the information that the governing body has about progress towards meeting priorities and targets identified in the School Improvement and Development Plans.

**This policy was approved by the governing body of Holmer Green Senior School in March 2020**

**Review date: March 2022**