


Jesse Gray Primary Governing Body Visits Policy



Head Teacher Signature:	
Date Adopted:	May 2023
Review Date:	May 2024

Jesse Gray Primary Governing Body Visits Policy

Aim of visits

Through our programme of individual governor visits we aim to:

- enable informed celebration of success in school including its work on Values and Vision.
- improve governors' knowledge of the ethos of the school and their awareness of the work within the curriculum
- assist the whole governing body to fulfil its statutory role with regard to monitoring, accountability and evaluation
- improve governor understanding of the needs of the school and the priorities for the school development plan
- monitor and evaluate the current school development plan especially in relation to curricular issues
- improve governor links with staff, pupils and parents
- help governors to be better able to support the school community

Range of visits

- We hope that, if possible, all governors will visit termly during the working day.
- All new governors are offered an introductory visit soon after their appointment as part of their induction programme.
- Governors are welcome to visit the school informally (but with prior notice).
- Specific invitations are sent for some occasions.
- Visits to talk with the head or subject area lead can also be made by appointment.
- Governors receive copies of parents' newsletters which contain notice of events and they are most welcome to attend any of these.
- Most often, governors will make monitoring visits as part of their monitoring and evaluation role.

Monitoring visits

Points of focus can include:

- aspects of the school/subject development plan
- the responsibilities of the governing body with regard to specific issues e.g. Special Educational Needs, Health and Safety, Appraisal Safeguarding Children and finance
- link governor roles
- particular emphasis on one year group, or on one major aspect of the curriculum.
- information-gathering for a project currently being undertaken
- Monitoring pupil and staff wellbeing.

Protocol

Child protection: Governors should never be left on their own with children and must avoid putting themselves in a vulnerable situation e.g. talking with a child on your own and out of sight in a classroom quiet area; or walking into an area where children are changing. If governors become regular helpers in school, they will be required to complete appropriate police checks as with any

other helper working in school as these have more detailed checks that are generally required to become a Governor

Governors should at all times be aware of the confidentiality of what they see or hear.

In the unlikely event of governors observing something which gives them serious cause for concern, they should take the matter up as soon as possible with the headteacher or one of the designated Safeguarding Leads.

Governors should remember that they are role models, and observe common courtesies at all times.

Format for visits

1. Arrange a visit with the headteacher and/or the appropriate subject lead.
2. Agree the aim of the visit and arrangements for it in advance. Ensure that the headteacher is aware of the details of the visit (See Governor visit pro forma).
3. Report to Reception on arrival and sign in.
4. Wear Governor lanyard/Photo ID when on the premises.

The visit

Visits may take place in the classroom, and staff will have been consulted about the date and purpose of the visit. This will have enabled them to prepare any information related to the focus of the visit and to set up a programme for the governor.

Reporting back

Governors will record their visits and observations (non-judgementally) in a written report for consideration at the next meeting of the governing body (or appropriate committee). This school uses a pro forma (see attached) for each governor visit. This will be updated annually with the most recent school improvement focus areas, or changed to note agreed specific focus of the visit. This pro forma is then to be shared on Governor Hub for discussion at the next Governors Meeting.

Alternatively a verbal report can be made, which will be recorded by the clerk.

Code of Conduct for Visits

- Governors will undertake appropriate training/guidance prior to visiting
- Governors will adhere to the policies of the school
- Formal visits will be part of an agreed plan and timings mutually agreed
- Visits will be agreed with the Head
- Visits will be undertaken in the spirit of collaboration
- Staff will understand why governors are visiting
- Governors will be guided by staff during visits, in terms of participation
- Any safeguarding issues will automatically be reported to the designated person
- Governors will only act within corporate guidelines
- All written reports will be available to staff
- Governors will observe appropriate confidentiality
- Governors will feedback as required to the Governing body

JESSE GRAY PRIMARY SCHOOL GOVERNOR VISIT FORM

Name:
Visit date:
Staff visited:
Link Governor role/s:

Inspire Achieve Challenge Enjoy

Evidence of the School Vision in action:

Respect Honesty Fairness Resilience Positivity Loyalty Caring Patience Empathy Responsibility Integrity

Evidence of the School Values in action:

School Improvement Plan Priorities:	Notes and observations:
Priority 1: To consolidate our catch-up program through addressing areas for improvement identified by monitoring both internal and external, across core subject areas.	
Priority 2: To develop independent learning opportunities in the Foundation classrooms, both inside and outside.	

<p>Priority 3: To embed diversity and aspiration into our now established creative, values based curriculum, with a particular focus on STEM subjects.</p>	
<p>Priority 4: To maximize the potential of the school building for learning and invest in future proofing its infrastructure.</p>	
<p>Priority 5: To embed Forest Schools approach to learning to support the existing curriculum, enhancing pupil outcomes and well-being.</p>	

Agreed specific Link Governor Focus:	Notes and observations:

<p>General observations:</p>
<p>Follow up actions:</p>
<p>Share report at next meeting:</p>