



Excellence for All

GOVERNORS' VISITS' POLICY

Rationale

Governing bodies have a statutory responsibility to monitor and evaluate the effectiveness of the school and its overall effectiveness.

To achieve this, all governors need to understand the school's current strengths, areas for development and be able to analyse performance data to make informed strategic decisions about the future direction of the school.

Visiting the school and spending time with key leaders, as well as analysing key data, meeting with key staff and verifying information received in formal meetings, can be a useful way of increasing governors' awareness of the school's overall effectiveness.

Manor Green School governors are committed to supporting the school and keeping its leaders to account for fulfilling the shared vision of "Excellence for All". As such, they will visit the school to attend formal meetings, to monitor and evaluate specific projects and initiatives and to join the school in its various celebrations.

During their visits, the governors will uphold the school's values and principles and work with the Headteacher and the school staff to ensure effective operation of the school.

Aims

The aims of this policy are to ensure that governors' visits:

- build understanding of the school's overall effectiveness
- verify information received in formal meetings
- support the school in its development
- assist the Governing Body in fulfilling its statutory duties, including Safeguarding.

Guidelines

Governing Body meetings are held during the school's operating hours, as follows:

- Full GB meetings – three times a year
- ACE Committee meetings – three times a year
- SBS Committee meetings – three times a year.

All governors are expected to carry out a minimum of three formal visits to school per academic year, i.e. autumn, spring, summer.

In addition to building a general understanding of the school, the focus of formal school visits should align with the specific responsibilities of each governor, either through their formally assigned governor role, or through their committee responsibilities.

Scheduling visits

Committees are encouraged to discuss and agree a programme of visits for the year ahead at their first committee meeting of each academic year.

Any visits must be agreed by the Headteacher or their Deputies and are subject to cancellation due to any operational circumstances. Should cancellation occur, an alternative date will be offered by the Headteacher or their Deputies, and will take place within two weeks.

Governors should never arrive at school for any visits unannounced. This includes chairing of occasional task group meetings or other functions held by Governors (i.e. PTA meetings).

Chairs of Committees should summarise the feedback from formal visits in the committee meeting minutes and in their termly report to the Full GB.

The Clerk to the Governors will maintain a record of all formal school visits.

A Protocol for Governors' Visits

- Governors are visitors to the school and, as such, must always sign in and wait for their key contact at Reception.
- The relationship with staff is that of a '*critical friend*'.
- Governors visit to gain a better understanding of the school, not to inspect it or troubleshoot.
- Governors should not interrupt teachers while they are teaching: they should not intrude on the teachers' time.
- Governors can go into classes when invited to do so by the teacher; during such visits, the governors will take instruction from the teacher.
- Governors can talk to students in class only when invited to do so by the teacher.
- Governors can attend departmental or staff meetings when invited to do so.
- Governors will not go into the staff room or other offices unless they are invited to do so.
- If governors see something that worries them, they will discuss this first with the teacher, then raise it with the Headteacher.

Reporting after a visit

After visiting the school governors will:

- Complete a written report electronically using the template provided and summarise their visit outlining its objectives and observations.
- Provide a copy of the report to the Headteacher and discuss observations and follow-up actions, as appropriate.
- Forward the report to the Clerk to the GB and to the Chair of Committee.
- Provide constructive feedback.
- Report back to the committee at its next meeting.

Review of Procedure

This procedure shall be subject to periodic review and may be changed from time to time.

Management of policy

The governors and Headteacher have overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes.

The Governing Body approved this policy on date: 10th November 2015

Signed:

Chair of Governors

Signed:

Headteacher



Excellence for All

GOVERNOR'S VISIT REPORT

Name:	Date:
Committee/Designated Responsibility:	
Objective of visit:	
Observations:	
Suggestions:	