



Policy and Guidance for Governor Visits

The Purpose of this Policy

This Policy and Guidance reflects the School's values and philosophy in relation to visits by Governors into School

It sets out a framework and guidance for Governor visits, which will help enable members of the Governing Body to fulfil their roles and functions in a spirit of co-operation with the teaching and non-teaching staff of the School.

This Policy and Guidance should be read in conjunction with the Cambridgeshire County Council Governor Handbook.

This document is intended to be used by all Governors, staff of the School, inspection teams and the County Advisory and Inspection personnel. A Copy can be found on the Governors' Page on the School Website.

The Importance of the Governing Body

The Functions of the Governing Body include the following core functions

- a. ensuring the vision, ethos and strategic direction of the school are clearly defined
- b. ensuring that the headteacher performs her responsibilities for the educational performance of the school
- c. ensuring the sound, proper and effective use of the school's financial resources

The School Governance (Roles, Procedures and Allowances (England) Regulations 2013

In order to be able to fulfil these roles completely, focused visits by members of the Governing Body are essential. Although Governors do not have an automatic right to enter the school, they do need the opportunity to arrange visits in order to see Governors' policies in action and to understand how the school works.

The Purpose of Governor Visits

Our statement of Purpose clearly sets out our overarching aims for everything that happens in School:

This Policy and Guidance on Governor Visits outlines how such visits can help to ensure that these aims are met. This Statement of Purpose is based on the rationale that all children should receive their full entitlement to an education that is inclusive, broadly balanced and which

develops progressively throughout their school life. This will provide a sound foundation for future learning and be of use in their future life.

Governor visits are important because they help:

- the induction process for new Governors
- Governors gather information
- policy development
- improve relationships with staff
- with the monitoring of the implementation of strategies
- Governors fulfil specific responsibilities
- Governors review the need for additional resources
- Governors improve their personal effectiveness

Code of Practice for Governor Visits

As Governors we agree to the following Code of Practice for Governor visits:

- All Governors should visit the school whilst the school is in session.
- The programme of visits per term should be agreed in advance with the Headteacher and other staff involved, so as not to 'overload' the school in any one term.
- Visits should have a clear focus, linked to a school policy, a curriculum area or an aspect of the Raising Attainment Plan.
- Planning where possible will take place in a Governors' Meeting using the Governor Visit Planning Pro-forma (see Appendix 1)
- Once completed the Lead Governor should check the planning sheet with the Headteacher
- All staff involved should be contacted through the Spinney office. The planning sheet should be emailed to the staff involved
- If a Governor is going to spend time in a classroom, this should be discussed with the class teacher in advance so that both are clear how long the Governor is coming for, what they are looking at and what they are going to do.
- When date for visit is confirmed the Headteacher's PA should be emailed to set up the observation, discussion and arrange with Mr. Ingram for laptop to be available if needed.
- It should be remembered that Governor visits are not professional inspections and do not replace the monitoring role of the Headteacher. The Governors' role is not to make judgements about the effectiveness of the teaching they see.
- If Governors are concerned about any aspects of what they have seen this should be passed on to the Headteacher.
- Following observation and discussion the Evaluation Sheet (see Appendix 2) should be completed in the Spinney.
- In order to avoid misunderstandings or inaccuracies, Planning and Evaluation sheets should be emailed to Headteacher and member of staff involved.
- Once endorsed by HT the Clerk should be sent for the Evaluation Form for distribution before next FGB
- A copy of Planning and Evaluation Sheets for each visit should be filed by the Clerk
- Monitoring governors should feedback to FGB at the next meeting.

This Policy is a reflection of the shared values of Governing Body and the staff of the School.

This Policy will be reviewed every two years by the Governing Body. This may be earlier if there are any major national initiatives on the role of the Governing Body and Governor visits in particular.

These standing orders adopted by Spinney Governors at FGB Meeting on Tuesday March 18th 2014

Appendix 1



GOVERNOR VISIT – Planning Sheet 2014

Date:	Governor(s):	(Lead)
Enquiry Focus: What do you want to find out?		
Methodology How are you going to find out? Observation - Discussion - Documents (ODD Principle) See Hear Read Observation : Discussion : Documents : 3 Questions to be asked after lesson ;		
What should you be looking out for?		

Appendix 2



GOVERNOR VISIT – Evaluation Sheet 2014

Date:	Governor(s)	
Enquiry Focus: What do you want to find out?		

SUMMARY OF VISIT – Key points from observations, discussion and documents What did you see? What did you hear? What did you read?
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MONITORING POINTS – Things to celebrate/Progress against previous development points (where applicable)
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MONITORING POINTS – Development Point to Follow up
