

## **Governor Monitoring and Visits Policy**

Monitoring and visits by governors should be in the context of the role of the Governing Body which is to:

- Help shape the vision and strategic direction of the school
- Have a good understanding of the strengths and areas for development of the school
- Support and challenge the Senior Leadership Team
- Hold the school to account for the educational standards it achieves and the quality of education it provides
- Ensure that the school fulfills its statutory duties
- Monitor and review school improvement plans (SIP) and policies for effective school improvement.

### **Ethos**

We believe that a scheme which links Governors to specifically to the School Improvement Plan (SIP), the Governors Strategic Direction document and other activities will enhance Governors' knowledge of the work of the school enabling them to better fulfill their role and contribute to the raising of standards. Leaders, staff and children will be encouraged and better supported through Governors' involvement in the school and therefore will be happy to host visits to classes and attendances at school activities and events. Equally, Governors are genuinely keen to find out what is taught, the approaches and strategies that are used to raise standards and can offer friendship and show genuine interest and appreciation to the teachers within the framework of school governance.

### **Aims**

The aim would be for Governors to visit school and spend some time to follow their link to the SIP and the Strategic Direction document. The number and frequency of visits will be dependent on the project and the time that an individual governor can give. In this way, Governors, in addition to challenging and supporting the school, can understand more about the school curriculum, ethos and organisation, children's learning and the progress made and standards achieved.

Sub-objectives include:

- to develop relationships between staff and Governors
- to monitor and evaluate the effectiveness of school policies in action
- to inform the Governing Body decision making process
- to understand the external demands on schools
- to understand internal demands of the school
- to provide opportunities for professional dialogue to develop between Governors and staff
- where possible, and if appropriate, the link Governor should also be offering some form of practical support
- for Governors to visit the school during the school day on at least two occasions during the school year

- to assist in staff selection (including governor monitoring of safe recruitment guidance) and interviewing
- to assist in staff discipline and dismissal processes.

### **Links**

Governors are linked to the school at many levels and in many areas: specialist governors, cohort families, child protection, child safeguarding and wellbeing, curriculum subject areas, representation on panels. Links are to be actively sought to ensure the governors' linkage reflects the school structure, links into the school's assessment calendar and the school's improvement priorities.

### **Visits**

It will be the responsibility of Governors to instigate and arrange class and other visits at mutually convenient times. However, the overall framework for visits will be managed by the committees according to a schedule agreed by the Full Governing Body (FGB). The objective is for visits to have a focus that challenges but is supportive of school improvement and raising standards.

**There would be a need for Governors to understand and respect the confidential nature of some information gleaned on such visits into school.**

Each committee shall maintain a timetable of visits and objectives which governors can volunteer to perform. Governors should refer to the Governors Induction Manual for etiquette during visits into school. The School Management Plan should be used when planning monitoring visits. Visits should be planned in line with any current risk assessments and consequent guidelines and procedures.

### **Visit Reporting**

Each Governor should sign in during a school visit in the visitors sign-in book and wear a Governors Lanyard. A visit may be a single event (e.g. a school performance or visit) for which the Governor Visit Form should be used. For monitoring visits, that is in a programme of visits following the delivery of a curriculum area then the Monitoring log should be used. All visits should be documented on the Visit report form or a Monitoring log which are available in hard and electronic versions and should be completed as promptly as possible. A draft copy should be provided to the lead member of staff for a factual check and then passed to the head teacher with a copy for the lead member of staff.

Training feedback on courses attended should be completed and returned to the Training Liaison Governor. Visit and monitoring reports and training feedback inform the school and provide evidence of governance practice when the school comes under external scrutiny. They will be stored on the Governors' area of the website and, at the headteacher's discretion, made available to staff.

### **Governor visits are not about:**

- Making judgement of quality of teaching
- Checking progress of individual children
- Pursuing personal agendas
- Monopolising teachers' time
- Interrupting during teaching time.

**School role**

The school will:

- Promote the role of governors to parents through the use of newsletters, governor attendance at school open evenings
- Inform governors of school trips
- Inform governors of in-service training days
- Inform governors of school performances and events
- Inform governors of school calendar.

**Governor/staff relationships**

Governors are invited to attend staff gathering at the end of each term.