



## **GOVERNOR VISITS POLICY**

**DATE APPROVED BY BOARD – 18 SEPTEMBER 2018**

**NEXT REVIEW DATE – SPRING 2021**

**RESPONSIBLE OFFICER – GOVERNANCE & POLICY MANAGER**

## **What is the value of Governors making school visits?**

A school visit allows you to:

1. Observe the range of attitudes, behaviour and achievement of the pupils.
2. Understand the views and values of the staff and the pupils.
3. Gain first hand knowledge to assist the Local Governing Body (LGB) in policy making and decision taking.
4. Make yourself known to the school and to demonstrate your commitment to the school.
5. Evaluate the resources and the environment of the school.
6. Observe the day to day operation and implementation of policy at the school.
7. Give active support to the school.
8. Be aware of the different approaches to both teaching and learning.
9. Demonstrate being a critical friend of the school.
10. Hold the school to account, and evaluate its progress.

## **Arranging and Planning Your Visit to School**

Please agree a mutually acceptable date and time with the Head teacher. Ensure that you know:

1. Time of arrival
2. Time of departure
3. Who you will be seeing
4. The purpose of your visit
5. What you hope to gain from the visit

All Governors should attempt to make at least one visit each year during school time.

## **Recording Your Visit**

1. A Visit Evaluation Form should be completed and given to the Head teacher.
2. It will be stored in the Governors' Visits Folder.

## **Your Conclusions**

1. Be supportive of the Head teacher and the staff.
2. Be challenging, constructive and supportive.
3. Ask questions: What? Why? How? Where?
4. Remember to respect the professionalism of the staff and the rights of the children.
5. Remember that you are representing the LGB and that you are a guest of the school.

**INSERT SCHOOL NAME**  
**GOVERNOR VISIT RECORD & EVALUATION SHEET**

**Area of focus during visit:**

**Positive Observations**

**Points for Clarification**

**Conclusions & Agreed Actions**

**Name of Governor .....**

**Date of visit ..... Time .....**

**Documentation seen (if applicable) .....**

**Please complete and return to the Head teacher as soon as possible after the visit. The Head teacher will discuss the observations made by the governor with the subject leader and will table the form at the next LGB meeting including updating on any agreed actions.**