



Leasowe Primary School

Governor Monitoring Visits Policy

2023-24

Approval by Governing Body

Signed (Chair of Governors)

GOVERNOR MONITORING VISITS POLICY

Context

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school. Undertaking visits demonstrates the Governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress.

The Governor's visiting programme is an integral part of the school's yearly monitoring calendar.

Each Governor is encouraged to make at least one visit a year during school time and governors will often monitor an area of the School Development Plan in accordance with the agreed timetable.

1. Visits enable Governors to:

- a) See the school at work and observe the range of attitudes, behaviour and achievements
- b) Get to know the staff and demonstrate their commitment to the school
- c) Give active support to the staff and the activities of the school
- d) Be aware of the effect of change and different approaches to teaching and learning
- e) Evaluate resources and discuss with staff further requirements
- f) Gain first-hand information to assist with policy making and decision taking
- g) Work in partnership with the staff

2. Before making a visit Governors will:

- a) Contact the Headteacher and agree a date, time and focus for the visit
- b) Clarify the expectations for the visit
- c) Plan which classes will be visited

- d) Draw up a timetable for the visit with the Headteacher and/or the subject coordinator ensure that all staff are aware of the visit and the expectations on them.

3. On the day of the visit the Governor will remember to:

- a) Arrive on time and clarify the timetable with Headteacher/subject coordinator
- b) Act as an observer and only participate in the class at the invitation of the teacher
- c) Respect the professionalism of the teacher
- d) Enjoy the visit

4. After the visit the Governor will:

- a) Meet with the Headteacher to give a verbal report, and to raise any issues that arose
- b) Complete the Governor Visit Proforma, reporting on the focus. The completed form should be given to the Headteacher and then, after any possible alterations, the form will be circulated to the governing body and staff
- c) It is important to remember that visits are a snapshot in time.

Governors are an important part of the school team and are welcomed into the school by staff. It is important that Governors remember to respect the professionals and the children, support the Headteacher and the staff, and acknowledge that they represent the full Governing Body.

We hope that the Governor Visits will be an enjoyable experience for all involved, and will result in effective monitoring by the Governing Body, which will contribute to school improvement.

Guidelines for Governors

Advice on conducting classroom visits:

Contents

- **Rationale**
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- **Policy review**

- **Rationale**

The Governing Body at Leasowe Primary School has a responsibility to keep in touch with what is happening in the classroom. Although their role is strategic, it is important that they have some understanding of the practicalities of the job. Meeting children, talking to staff and seeing lessons underway will help members of the Governing Body to understand some of the issues they are required to discuss and make decisions about with greater clarity.

- **Objectives**

The Governing Body should aim to:

- i. Inform their decision-making by having visited at least one lesson during the year.
- ii. Be aware of the feelings of members of staff and the issues they face by having had a more lengthy discussion with at least one member of staff during the year.
- iii. Keep up-to-date with their nominated subject leader, introduce themselves and spend time discussing the school with some of the children from the class.

- **Roles and Responsibilities**

Some of our Governors are already linked to a particular subject. They are:

Literacy Governor	Moira Kenneway
Maths Governor	Terry Holmes
Governor linked to Early Years	Stacy Shaw
Governor linked to Special Needs	Sue Euers

In addition to this, we aim to link most Governors to a subject they have a particular interest in. This does not mean that their visits should be exclusively geared to that subject. However, it is anticipated that at some point during the year they will take time to talk to the subject leader.

- **The benefits of visiting classrooms**

Closer links between *Governors* and teachers has potential benefits to both.

For Governors these include:-

- i. More informed understanding of classroom life and practice.
- ii. Opportunity to meet and chat with the children.
- iii. Opportunity to meet class teachers and put faces to names.
- iv. Seeing policies and schemes of work in action
- v. Finding out what resources are being used and what are needed.

For Teachers these include:-

- i. Opportunity to find out more about the role of the *Governor*.
- ii. Having chance to illustrate the theory and policy in practice.
- iii. Opportunity to draw attention to any issues or questions they wish to raise.
- iv. Opportunity to reflect upon practice through discussion.

What to Avoid

- a) It is important for all parties to note that *governors'* visits are not a form of inspection and do not involve *governors* making a judgement about teaching in any official capacity. That remains the responsibility of the *Headteacher* and other education professionals.
- b) Please remember that members of staff are very busy people whose first priority must be the children. There may be times when arrangements have to be changed or alterations made.

Leasowe Primary School - Governor Visit Report

Name		Date of visit	
Focus of visit			
Classes/ staff visited			
Summary of activities e.g. observing classes, talking to staff and pupils, looking at resources, had lunch, etc.			
What I have learned as a result of my visit			
Positive comments about the focus/ visit			

Aspects I would like clarified / questions I have / ideas for future visits

Any other
comments

Signed: _____

(Governor)

(Head teacher / coordinator)

Appendix 2

Leasowe Primary School - Governor Visit Report
Monitoring the School Development Plan

<u>Focus Area of SDP</u>	
<u>Source of evidence of Impact</u>	
<u>Comment on evidence</u>	
<u>Evaluation & Impact (So what?)</u>	

Signed: _____ Signed: _____

(Governor)

(Head teacher / coordinator)