



Ranvilles Junior School Policy for Governor Visits to School

1. ACCESSIBILITY

This policy is available in large print or Braille. Please contact the school office who will be happy to arrange this for you.

2. PURPOSE OF POLICY

The purpose of this policy is to set out the requirements for Governors when visiting school during the school day.

3. APPROVAL

Approval date: June 2019

Date for next review: June 2022



4. **INTRODUCTION**

Visits to the school play an important part in broadening and deepening all governors' understanding of the school. Governors are accountable for ensuring the school provides high standards of educational achievement, as well as ensuring a happy and fulfilling environment where all are valued. The Governing Body works best when all its members make a significant contribution to discussion and decision-making.

5. **REFERENCES**

None.

6. **AIMS**

To support and challenge strategic direction through analysis and evaluation of actions in partnership with the Headteacher.

- For all governors to visit the school at least once a year during the school's working day.
- For all linked governors to visit the school once per term.
- Newly appointed governors are to undertake a visit as part of their induction.
- To enable governors to fulfil their statutory duties.
- To provide an opportunity for governors to see the learning process in action.
- To create a culture of partnership between staff, pupils, parents and governors.
- To recognise and celebrate success.
- To improve governor knowledge of the ethos of the school and day-to-day routines.

7. **PROCEDURES FOR VISITS**

- Contact a member of the Senior Leadership Team via the school office to propose day/time and purpose for the visit.
- On arrival sign in with the office.
- If attending any lessons, thank the class and teacher and share observations with the teacher.
- Ask questions to clarify your understanding if you have seen anything that you are unsure about.
- Prior to departure, review the visit briefly with the Senior Leadership Team member and sign out from reception.



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- Fill in a 'Governor Observation Record' and arrange for this to be uploaded to the Governor Hub in readiness to update the Governing Body at next meeting.

7.1 Follow-up

Governor Observation Records will be shared appropriately and filed for reference. They can be used to provide evidence of governor's fulfilling their duty of holding the school to account. Governor visits will be an agenda item at Full Governing Body meetings to facilitate strategic discussion evaluation and direction.

7.2 Advice to ensure a successful visit

- Be aware of the confidentiality of what you see and hear.
- Be discreet so as not to disrupt the lesson in progress.
- Join in if asked/encouraged to do so.

8. APPENDICES

Appendix 1: Governor Observation Record – School Visit



**RANVILLES JUNIOR SCHOOL
GOVERNOR OBSERVATION RECORD – SCHOOL VISIT**

Governor Name	
Date / Time	
<p>Focus of Visit: Learning Walk: <input type="checkbox"/> Pupil Conferencing: <input type="checkbox"/> Work Scrutiny: <input type="checkbox"/></p> <p>Strategic Plan Priority: <input type="checkbox"/> Meeting staff colleague: <input type="checkbox"/> Monitoring /Audit: <input type="checkbox"/></p> <p>SMSC Focus: <input type="checkbox"/> British Values Focus: <input type="checkbox"/> Curriculum Impact Analysis: <input type="checkbox"/></p> <p>Other: <input type="checkbox"/></p>	
Activity	
Strategic Plan Key Priority Link	
Staff colleague involved	
Year Group Focus	

Focus of Visit Observation Notes:



Year Group Focus - Observation Notes:

Governor Feedback:

Governor Challenge:

Signed: