



## Ranvilles Junior School Policy for Governor Visits to School

### 1. ACCESSIBILITY

**This policy can be made available in large print or Immersive Reader. 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: April 2024

Date for next review: April 2025



#### **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**

What governing bodies and school leaders should expect of [each other](#) (National Governance Association (2022))

#### **6. AIMS**

- All governors should visit the school at least once a year during the school's working day. Normally the visits are in person, however, in some instances they could be virtual.
- All governors with particular curriculum responsibility should visit the school once per term.
- Newly appointed governors should undertake a visit as part of their induction.

#### **Governors visit school:**

- To support and challenge strategic direction of the school through analysis and evaluation of actions, in partnership with the Headteacher,
- 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 and day-to-day routines of the school
- To consider all the above with respect to each group for whom Pupil Premium (PP) is paid:
  - children eligible for free school meals (FSM),
  - children who have been adopted or have otherwise left care, and
  - children still in the care of the local authority (LAC)
  - or for whom Service Pupil Premium (SPP) is paid:
  - children with a parent serving in HM Forces,
  - or whose parent is receiving a Service pension.



## **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.
- 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, and will provide further evidence of support and challenge.

### **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.
- Look at though you enjoy it!

## **8. APPENDICES**

Appendix 1: Governor Observation Record – School Visit



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

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



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

**Focus of Visit Observation Notes:**

**Year Group Focus - Observation Notes:**



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**Governor Feedback:**

**Governor Challenge:**

**Signed:**