

Heathlands

C of E Primary School

Helping everyone shine their light

Policy	Governor Visits Policy
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To be reviewed by	December 2028

At Heathlands C of E Primary school, we believe it is essential to have in place an excellent working relationship between the school and the Governing Body. This can be achieved by governors visiting the school and meeting with staff and pupils to have a better understanding of the context in which they work.

We believe visits should have a clear purpose and can be used to observe policies and strategic plans being implemented, evaluate resources and the school environment, gather information to assist in decision making, support the staff, form relationships with staff and pupils, demonstrate commitment and monitor the work of the school.

Aims

Governors will benefit by:

- improving governors' decision making through knowledge of the school context, ethos, core values and culture – its staff and pupils, priorities, strengths and challenges
- openness and transparency
- developing relationships with the staff and pupils in line with the Trauma Perceptive Practice principles of connection and belonging
- seeing policies in action
- developing a greater understanding of the school experience and offer for all pupils
- finding out what resources are being used and are needed
- recognising and celebrating success

The school will benefit by:

- understanding the role and responsibilities of governors
- building relationships with governors
- governors' awareness of staff wellbeing/challenges faced and support required to overcome barriers
- highlighting the needs of the school
- providing a fresh outlook and offer a different skill set
- having an opportunity to reflect on practice

To ensure that visits to the school are successful and informative it has been agreed that visits should not include:

- making judgements about the professional expertise of individual staff

- destructive criticism or undermining staff
- breaching safeguarding principles or confidentiality
- obstructing the learning of pupils
- checking on your own children
- detracting from the focus of the visit
- a lack of consideration to respect the staff entitlement to breaks
- pursuing a personal agenda
- arriving with pre-conceived ideas

Visits

It is our expectation that governors will be involved in the strategic development of the school and this, by necessity, will involve visits and contact with appropriate members of staff. Through our pre-agreed meeting schedule, governors will visit the school three times in an academic year during the school day at a minimum, though some governors may need to visit more frequently than this depending on their individual responsibilities. Furthermore, additional informal visits are strongly encouraged as they support the building of relationships between governors, children and staff.

Governors have responsibilities (usually in pairs) which are linked to:

- an aspect of our School Improvement Plan
- the statutory duties of the Governing Body
- any other relevant responsibilities agreed by the governing body and the headteacher

Governor visits will focus on monitoring and evaluating progress in these areas and RAG rating progress towards the key evaluation questions.

Governor visits may include a variety of activities including:

- discussions with members of staff
- visiting a class/classes

- talking to pupils
- taking part in a special event/celebration
- talking to parents
- looking at work/learning

Before making a visit, governors are asked to:

- Confirm with the Headteacher/[Deputy Headteacher](#) the date, time and focus of the visit
- Confirm the agenda in partnership with Headteacher/[Deputy Headteacher](#) and preparing appropriately

On the day of the visit, governors are asked to:

- arrive on time, sign-in at the school office and wear a visitor lanyard
- have mobile phones on silent/out of sight and dress appropriately to the task involved
- see Headteacher or Deputy Headteacher at the start of the visit to clarify that there are no amendments to the agenda and set the tone for the visit
- at play/lunchtime use the staffroom but please remember it is a place for staff to relax and rest.
- ~~e~~Enjoy the opportunity to have lunch with the pupils and visit the playgrounds
- act as an observer in lessons and only participate at the invitation of the teacher
- respect the professionalism of school staff, supporting but not interfering/intervening
- maintain confidentiality at all times
- smile and remember to thank the member of staff

At the end of the visit, governors are asked to:

- briefly discuss their visit with the Headteacher or Deputy Headteacher and arrange when to feedback
- sign-out at the school office

Written Feedback:

- within two weeks of the visit a draft 'Governor Visit Report' should be produced using the agreed proforma attached to this policy
- forward a draft copy of the 'Governor Visit Report' to the Headteacher and Chair of the Governing Body by email
- once agreed the final report will be uploaded onto GovernorHub and shared at the full governing body meeting where the governors who produced the report will be asked to concisely explain the strengths and areas for development identified

The Governor Visit Report should:

- be informative
- be to the point
- not include pupil names
- set out the focus of the visit
- focus on what was actually learnt about the school
- contain statements of fact about what was observed
- contain information to assist decision making and evaluation
- RAG progress against the School Improvement Plan key evaluation questions where appropriate

We believe this policy will be effective only if we ensure consistency across the school by regular monitoring. This policy will be reviewed annually or sooner if required.

Relevant supporting policies and documents:

- Safeguarding
- Acceptable Use Forms (ICT)
- Keeping Children Safe in Education 2022