

# Mountjoy School

## Governors' Monitoring Visits Policy



Reviewed by Finance Committee: 16 September 2014

Adopted by Full Governing Body: 2 October 2014

Date of next review: September 2015

## Governors' Monitoring Visit 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 Governors' visiting schedule is an integral part of the school's yearly monitoring calendar.

During the Full Governing Body meeting held on 2.10.14 it was agreed that there would be a Governor visit each month which would focus on an agreed aspect of the School Improvement Plan or one of the Governors' statutory duties. Each Governor is encouraged to make at least one visit a year during school time in accordance with the agreed timetable.

Visits enable Governors to:-

- Familiarise themselves with the daily workings of the school, both inside and out
- See the school at work and observe progress, behaviour and achievements of pupils
- Get to know the staff, pupils and possibly parents/ carers and demonstrate their commitment to the school.
- Give active support to the staff and the activities of the school.
- Become aware of the effect of change and different approaches to teaching and learning.
- Evaluate resources and discuss with staff further requirements.
- Gain first-hand information to assist with policy making and decision taking.
- Become familiar to the staff.

Visits enable teachers to:-

- Have the opportunity to find out more about the role of the Governor.
- See teaching in practice.
- Draw attention to any issues or questions they wish to raise with Governors.
- Have an opportunity to reflect upon practice through discussion with Governors.

Before making a visit Governors are requested to contact the Head Teacher who will:-

- Agree a date, time and focus for the visit.
- Clarify the etiquette, courtesies and expectations for the visit.
- Plan which classes will be visited.
- Ensure that staff are aware of the visit and the agreed focus.

On the day of the visit the Governor is asked to:-

- Act as an observer and only participate in the class at the invitation of the teacher.
- Respect the professionalism of the teacher, supporting but not interfering.

- Be calm and enjoy the visit.
- Remember to thank the teachers and children.
- Kindly meet with the Head teacher to give a verbal report, and to raise any issues that arose.

After the visit the Governor will be required to:-

- 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.
- Governors must report without giving opinions and where possible individuals should not be able to be identified.

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.

Whilst Governors are an important part of the school team and are welcomed into the school by staff, it is important to please note that there may be times when arrangements have to be changed or alterations made. Please be sensitive to the circumstances and flexible in your expectations. No two days are ever the same.

#### Policy Review

The policy should be reviewed every two years. The key questions should be:-

- Has every Governor visited at least one lesson during the year?
- Has each Governor made links with their Statutory Duties or SIP?
- Are our visits achieving the potential benefits identified in this policy?
- Have there been any unexpected benefits?
- How can we make policy and practice even better?

This policy to be reviewed in July 2016.

Governor Visit Report	
Name	Role

Date	Focus
Classes visited	
Summary of activities. E.g. observing learning, discussions with staff and pupils, looking at resources, lunch time etc.	
What I have learned as result of my visit.	
Positive comments about the focus.	
Aspects I would like clarified / questions I have.	
Ideas for future visits.	
Any other comments.	

Signed \_\_\_\_\_

(Governor)

Signed \_\_\_\_\_

(Headteacher)