



Hunsbury Park Primary School

Governor Visit Policy

Last updated: March 2023

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Statement of intent

Through this policy, Hunsbury Park Primary School aims to embed effective procedures concerning governor monitoring visits. Each governor is expected to make at least three visits during the academic year, demonstrating the governing board's role in the strategic management of the school by helping to evaluate and improve practice.

Governor visits inform understanding of the school's practices and procedures, allow opportunities to speak to pupils and teachers, enable the identification of resource needs, and allow governors to see the school improvement plan (SIP) in action.

For staff, governor visits allow staff the chance to find out more about governors, provide an opportunity to draw attention to issues or questions they wish to raise, and provide an opportunity to reflect upon and discuss current practice.

Governors must:

- Respect school staff and pupils.
- Support the headteacher.
- Acknowledge that they represent the full governing board.

By following the agreed principles and procedures, governor visits will be an enjoyable experience for all involved and will significantly contribute towards school improvement.

1. Legal framework

1.1. This policy has due regard to all relevant statutory guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- DfE (2019) 'Governance handbook'
- DfE (2014) 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013'

2. Roles and responsibilities

2.1. Governors are responsible for:

- Meeting their target of three visits per academic year.
- Understanding the needs of staff members through discussions with at least three staff member per academic year.
- Reporting their observations to the full governing board during a full governing board meeting.
- Familiarising themselves with this policy as part of their induction programme.

2.2. The headteacher is responsible for:

- Facilitating governor visits.
- Discussing completed visits with governors, prior to a report being made to the full governing board.

2.3. A number of governors are linked to particular subjects or areas of the school's provision. These links are as follows:

Name	Type of Governor	Responsibility
Maxine Rayne (Chair of governors)	Co-Opted	Health and Safety
Sundip Sahota (Vice chair of governors)	Parent	Finance
Su Wagstaff	Co-Opted	Teaching and learning / curriculum
Dan York	Headteacher	School Improvement Plan, School Evaluation, Finance, HR, Health and Safety
Claire Riley	Staff	Safeguarding
Bonita Gutowska	Co-Opted	Pupil premium

Kevin Maxwell	Co-Opted	Safeguarding including SCR
Malcolm Ndekwe	Parent	SEND and funding

3. Annual schedule

- 3.1. The annual schedule of visits is as follows (please note this acts as a guide and is subject to availability / school focus):

Term	Visiting governors
Autumn half-term 1	All governors
Autumn half-term 2	Su Wagstaff Maxine Rayne Kevin Maxwell Malcom Ndekwe
Spring half-term 1	Bonita Gutowska Sundip Sahota Kevin Maxwell
Spring half-term 2	Kevin Maxwell Maxine Rayne Malcom Ndekwe Su Wagstaff
Summer half-term 1	Bonita Gutowska Sundip Sahota Kevin Maxwell
Summer half-term 2	Kevin Maxwell Maxine Rayne Malcom Ndekwe Su Wagstaff

4. Etiquette

- 4.1. Governor visits are not a form of inspection, and governors will not make judgements concerning teaching or other areas of school provision in any official capacity.
- 4.2. Governors will avoid visiting classrooms where their own children are present.
- 4.3. Governors will not pursue personal agendas during visits.
- 4.4. Governors will remain flexible and understand that the school must make pupils' education the priority, and that this may sometimes lead to the rearranging of visits.
- 4.5. Governors will never visit the school unannounced.
- 4.6. Visits are not an opportunity for governors to check on individual children or monopolise the time of staff.

5. Preparing for a visit

- 5.1. Governors will arrange visits at least two weeks prior to the date of the proposed visit.
- 5.2. Before a visit, governors will:
 - Agree the purpose of the visit.
 - Discuss the context of the activities to be observed.
 - Agree their role within the activities.
 - Read the documentation relevant to the focus of the visit, e.g. the school's Behaviour Policy, and prepare relevant questions, where appropriate.

6. During a visit

- 6.1. During a visit, governors will:
 - Adhere to their agreed role at all times.
 - Make sure they do not interfere in the day-to-day running of the school.
 - Be accompanied by a member of SLT at all times.
 - Where visiting activities involve lesson observations, not ask questions, interrupt the teacher or distract pupils during the lesson.
 - Spend time in a classroom only when they have provided a clear reason for doing so.
 - Adhere to confidentiality agreements.
 - Adhere to the agreed times and purpose.
 - Be sensitive to the needs of the pupils and the wider school community.
 - Avoid visiting classrooms where their own children are present.
- 6.2. During a visit, governors will not assume a role different to that which has been agreed.

7. After a visit

- 7.1. After a visit, governors will:
 - Thank the staff, and pupils where appropriate, involved in the visiting activities.
 - Discuss the visit with the staff involved in the visiting activity at their convenience.
 - Provide feedback regarding the visit to the full governing board.
- 7.2. After a visit, governors will not:

- Break confidentiality agreements.

8. Providing feedback

- 8.1. A time will be agreed between the governor and staff, at the staff members convenience, to discuss what was observed during the visit.
- 8.2. During the discussion, governors will adhere to the following framework:
 - Ask staff for their views on what happened during the visit
 - Present your observations
 - Provide positive feedback
 - Raise any issues
 - Ask further questions
 - Thank staff for the opportunity
- 8.3. By the end of the discussion, both the governor and staff members will be clear as to what information will be shared with the headteacher and full governing board.
- 8.4. The Governor Visit Proforma (appendix 1) will be completed as soon as possible after the visit.
- 8.5. The headteacher or senior leader and governor will discuss the observations prior to the distribution of the proforma.
- 8.6. A copy of the completed proforma will be provided to:
 - The headteacher
 - The subject leader
 - The relevant staff members
 - The clerk to governors
- 8.7. A copy of the report should be circulated at the next appropriate committee or governing board meeting.
- 8.8. The governing board will ensure all board members have the opportunity to discuss and ask questions regarding the final report and the visit undertaken.

9. Monitoring and review

- 9.1. This policy will be reviewed annually by the headteacher and the chair of the governing board.

- 9.2. When reviewing the success of the policy, the headteacher and chair of the governing board will take the following into consideration:
- Has every governor conducted at least three visits during the academic year?
 - Has every governor made links with their allocated subject or area of provision?
 - Has every governor met with the staff members they are linked to?
 - Are visits achieving the desired outcomes?
 - What worked well?
 - What did not work well?
 - Have there been any unexpected benefits?
 - How can practice be improved?
- 9.3. Any changes made to this policy will be communicated to all governors and staff members.
- 9.4. The next scheduled review date of this policy is **April 2024**.

Appendix 1

Record of governor monitoring visit

Name:
Date of visit:
Staff visited:
Subject area monitored:
Visit reported to:
Focus of visit e.g. school development plan priority area
Key questions to ask
Answer/information shared
Evidence provided to support answers/information shared
Key learning outcomes
Next steps and additional questions