

Gargrave CE (VC) Primary School

Governors School Visits Policy

Background

The Governing Body has appointed link governors to act as the liaison between the governing body and specific subject/curriculum areas and classes or aspect of the work of the school. **The role of a link governor is as a source of support to the school and a source of information for the governing body and Head Teacher/class teacher.** An integral part of the link governor role is to visit the school and view lessons in particular subject/curriculum areas and to learn about the general running of the school. **It is not an inspection but a fact finding and observational visit.**

It is important that visits are conducted in an appropriate way and the purpose of this policy is to provide a framework for visits with the following objectives:

- To enable all participants to make the most effective use of the visit;
- To help the school staff and pupils to get to know the governors;
- To ensure that visits are conducted properly;
- To contribute to school improvement;
- To enable the Governing Body to carry out its statutory duty to monitor and evaluate the work of the school.

Format of visits

- a) Classroom visits by Class governors should be undertaken **once each term**. The dates of these visits will be agreed at the first governing body meeting of the term.
- b) Subject governors will make a focussed classroom visit **once a term** (in discussion with subject leaders).
- c) All staff will be made aware of the requirements for the visits within this policy
- d) Each visit will have a clear focus, linked to the school development plan and/or specific subject development plan
- e) It is the responsibility of the visiting governor to arrange the date and time of their visit
- f) Governors visiting the school to observe lessons shall be present at the beginning of the lesson to:
 - Enable the governor to be introduced to pupils and explain the purpose of the visit;
 - Avoid disruption to lessons.

Responsibilities of link Governors

Class Governors

Class Governors should report and record a descriptive narrative of the visit using the “outcomes” of the School Improvement Plan and the descriptors of “good” and “outstanding” practice identified in the OFSTED evaluation schedule of September 2012 to guide their narrative. Governors should be seeking evidence of pupil voice.

Staff should receive verbal feedback on the day of the visit, followed by a copy of a written report which should be filed in the Governor Visit folder.

Subject Governors

Subject Governors should liaise with the subject leader once a term (prior to the classroom

visit) to discuss

- progress against the subject development plan
- issues and concerns
- initiatives
- feedback from other visits and observations
- areas to focus on during the classroom observation

Notes from these visits need to be recorded on the Governor Visit form and filed in the Governor visit folder and a copy given to the Subject leader.

Subject governors should use the following to record and report a descriptive narrative of the termly visit:

- the OFSTED Subject Survey criteria for their subject
- the criteria identified for the class visits
- the subject development plan.

Verbal feedback should be made available to the subject leader following the visit, followed by a copy of the feedback report for the subject leader's file/Governor Visit file.

Subject governors should also attend relevant subject training and meetings where possible.

Conduct of visiting Governors and Staff

- a) Visiting Governors and staff will be courteous and considerate at all times and respect the role that each has to fulfil;
- b) Governors will not make judgements about the effectiveness of the teaching they observe;
- c) Governors will not pursue a personal agenda or seek to take advantage of their position;
- d) Governors will express their gratitude to staff and pupils;
- e) Governors will record their visits and observations (non-judgementally) in a written report for consideration at the next meeting of the governing body and for the Head Teacher/staff and specific committees if relevant (using the Governor visit report form) (see details above)
- f) All parties will agree any appropriate follow-up action;
- g) Governors and staff will respect confidentiality arising from any aspect of the visit.

Statutory link Governors: roles and responsibilities

SEN Link Governor

Role: To provide a link between the governing body, the SEN Committee (where appropriate) and the SEN Co-ordinator.

Remit:

- a) to develop an understanding of SEN needs and provision in the school;
- b) to understand the responsibilities of the governing body in relation to the SEN Code of Practice;
- c) to be familiar with the SEN policy;
- d) to ensure that the SEN Policy is reviewed on a regular basis;
- e) to meet with the SEN Co-ordinator on a regular basis to discuss the SEN needs and provision in the school;
- f) to report to the committee with SEN responsibilities or to the governing body (as appropriate) on relevant issues relating to SEN;

- g) to attend governor training on SEN;
- h) in accordance with the Governors School Visits Policy to visit the school and view appropriate lessons reporting back according to the policy procedure;
- i) to be the lead governor for the governing body on SEN issues affecting the school.
- j) to advocate to the governing body on behalf of SEN provision in the school

Child Protection Link Governor

Role: To be the designated Child Protection Governor.

Remit:

- a) to be conversant with the Child Protection policies of the school;
- b) to be conversant with section 175 of the Education Act 2002 and with the North Yorkshire County Council Area Child Protection Committee procedures for Education;
- c) to contribute to the formulation and review of the Child Protection policies;
- d) to ensure that an annual report on Child Protection is submitted to and considered by the governing body;
- e) to undertake governor Child Protection training;
- f) to monitor the promotion of child protection through the delivery of the National Curriculum in the school;
- g) to monitor child protection arrangements within the school and ensure that reports are submitted to the governing body with recommendations to remedy any weaknesses/deficiencies;
- h) to advocate to the governing body on behalf of child protection.

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Governor Visit Report form

Governor:	Date:
Subject/Class:	Teacher:
Reason for visit: (refer to School Improvement Plan and/or Subject Development plan)	
Outcome of visit: <ul style="list-style-type: none">• what I learned (please also comment on Social, Moral, Spiritual and Cultural development)	
Key issues to be discussed with the Head Teacher/reported to the Governing Body (arising from observation and discuss between Governor and staff)	
Date of next visit:	
Governor signature:	
Class teacher/subject leader signature:	

