



## **GOVERNOR SCHOOL VISITS POLICY**

Governors do not have an automatic right to enter the school. However, they do need to have the opportunity to arrange visits to the school in order to monitor and evaluate the School Development Plan; to see governors' policies in action and to understand how the school works. New governors should visit the school for an informal tour with the headteacher, either before or shortly after taking up post.

It is important for individual governors to remember that when they visit the school, they act as representatives of the Governing Body, which has corporate responsibility for the overall management of the school.

- If possible, all governors (including teacher and staff governors) will make formal visits to the school on behalf of the Governing Body.
- The total number of visits per year will be agreed in advance with the headteacher and will not exceed 6 per term.
- Visits will have a clear focus linked to a curriculum subject, a school policy, an aspect of the School Development Plan, the induction of a new governor or some other specific area of the management of the school.
- In the autumn term, the Governing Body will decide on a programme of visits for the following year. Focuses and individuals will be identified. The date and timing of specific visits will be arranged by the governor concerned, in consultation with the headteacher and other staff involved.
- If a governor is going to spend time in the classroom this will be discussed with the class teacher so that both are clear how long the governor is coming for, what they are going to look at and what they are going to do.
- Governors should understand that their visits do not replace professional inspections or the monitoring role of the headteacher. Governors should not voice and judgements they may come to about the effectiveness of the teaching they see.
- After visits, governors should discuss their impressions and any concerns they may have with the headteacher and then report back to the next meeting of the Governing Body or of the committee. If the report is in writing it should be shown to the headteacher and Chair of Governors before the meeting at which it is to be presented to governors. A written report should not name individuals.

### **REVIEW OF POLICY**

This policy will be reviewed at least annually.

**Signed by the Headteacher/Chair of Governors .....**