



CONWAY PRIMARY SCHOOL

GOVERNING BODY MONITORING VISITS POLICY

Approved by: Steven Piper (Chair)

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**Next review due
by:** September 2020

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Background

The governing body, Headteacher and staff encourage governors to visit the school on a regular basis. Visits are viewed as an integral part of promoting the relationship between the school and governing body. By making visits governors have the opportunity to observe the school in its normal surroundings and develop a greater understanding of its objectives. Governors do not visit the school to make an inspection but to observe the teaching and learning taking place.

All governors are encouraged to visit the school at least twice during the academic year. Governors have a nominated area of the curriculum, which they are responsible for monitoring and this will often provide the focus of their visit. Monitoring visits may also focus on specific areas of the school such as the Business Administration or Health and Safety. They may equally focus on particular activities such as the start or end of the school day or lunchtime provision. Governors are also encouraged to visit the school on other occasions such for special assemblies and productions. The Headteacher and chair of governors will arrange an introductory school visit for all new governors as part of their induction programme.

It is not appropriate for a governor to visit the school without prior agreement. To do so will disrupt the effective running of the school and it will equally not allow the staff to prepare an appropriately focused and meaningful visit for the governor. To avoid any conflict of interest, parent governors will not visit their child(ren)'s class.

Responsibility for the Policy

This policy is owned and implemented by the Governing Body. Unless driven by other factors the policy is reviewed by the governing body every three years as part of the agreed policy review schedule.

Approved on behalf of the Governing Body of Conway Primary School

Signed

Date

Role

Aims and Objectives

The aims and objectives of this policy are to:

- To enable governors' to perform their statutory duty to monitor standards and achievement within the school
- To give governors context and background to the papers and discussions at their meetings
- To help governors gain confidence in contributing to discussions and evaluating information
- To raise the profile of the governing body within the school
- To ensure governors and staff have the opportunity to discuss issues relating to the school
- To allow governors to experience the ethos and atmosphere of the school
- To keep governors updated on advances/changes in teaching since their own school days

Visit Protocol and Procedures

Before the visit

A governor will:

- contact the school and request a visit giving at minimum of one week's prior notice
- agree the focus of the visit with the Headteacher and/or the SLT Contact and Subject Leader
- agree the arrangements for the visit with the SLT Contact including time, date and duration
- ensure there is enough time before and after a visit to discuss any issues such as the visit plan and immediate impressions following visit

During the visit

A governor will:

- ❑ report to the school reception to meet the SLT Contact and/or the Subject Leader allowing enough time to be in the classroom before the lesson starts. Where possible, registration cover will be provided to allow the Subject Leader time to discuss the visit with the governor
- ❑ agree their role in the classroom with the Subject Leader and check they have permission to look at the pupil's work
- ❑ ask to be introduced to the pupil's and give a brief explanation of the visit
- ❑ keep to the agreed visit plan but remain flexible
- ❑ always maintain confidentiality relating to the school, staff and pupils
- ❑ thank the Subject Leader and pupil for their time when leaving the classroom
- ❑ consider more general issues outside the primary focus of the visit which will give a broader understanding of school life (Annex A)

After the visit

A governor will:

- ❑ complete a Governors Monitoring Report (Annex B) as soon as possible while the visit is still fresh in the mind
- ❑ ensure any comments are supported by evidence
- ❑ not mention pupils by name because the report will be a public document
- ❑ share the draft visit report with the Headteacher and Subject Leader so it can be checked for factual accuracy and/or omissions.
- ❑ be prepared to amend the report or their views after the Headteacher or Subject Leader's comments
- ❑ not raise any matters at a governing body unless they have been previously discussed with the Headteacher
- ❑ share their observations of the visit with the governing body at the next available meeting using the visit report form and/or a verbal briefing

The role of the SLT Contact

The SLT contact has responsibility in coordinating a monitoring visit in consultation with the Headteacher and other relevant members of staff. A governor will initially contact the SLT Contact to request a monitoring visit. The SLT Contact will make the necessary arrangements and revert to the governor as quickly as possible to confirm the arrangements or propose an alternative date.

School Visits – What to Look for.....

When visiting the school there are several general items to try to make a mental note of as you move around the school. In addition to your specific focus of your visit, some of the things that you should consider are:

- ❑ Atmosphere and relationships – staff & pupils, both in classrooms and around the school
- ❑ Quality of work and attitudes of pupils
- ❑ Displays of pupils' work
- ❑ Physical condition of buildings, grounds and equipment
- ❑ Supervision of children at play or lunchtime
- ❑ Any evidence of community involvement
- ❑ Overall organisation
- ❑ Resources and equipment for classwork
- ❑ Conduct of pupils in and out of the classroom
- ❑ Atmosphere and relationship – amongst staff and staff/head
- ❑ Provision and quality of resources e.g. library, ICT, sport
- ❑ Anything where governors may be able to help or plan improvements

CONWAY PRIMARY SCHOOL GOVERNOR'S MONITORING VISIT REPORT	
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Name of Governor(s): Date of Visit:
Area(s) Monitored: Leaning Walk
Observations
Issues to be shared with the governing body
Areas where more information is required
Issues that the governing body needs to consider

Signed.....Governor

Signed..... Headteacher