



Governor Visits to School Policy

This governing body recognises that its members should, in seeking to fulfil their roles and responsibilities effectively, make efforts to visit the school in order to gain awareness and understanding which helps them in their strategic role.

New Governors will be offered an opportunity to visit the school at an early stage, singly or as a group. This will be at a date and time agreed with the Headmaster in order to gain an understanding of systems, practice and current issues.

All governors will be expected to visit the school at least once a year.

Governors will, under normal circumstances, visit the school by appointment with the Headmaster or other members of staff as agreed. Governors will at all times report to reception or to an agreed member of staff upon arrival and follow the procedure for visitors in order to set a good example for other visitors.

Governors will recognise at all times that they have a strategic role and that the governing body acts as a unit. Governors will respect the professional roles of staff and raise any issues appropriately at meetings of the full governing body or committees. Governors are not acting as ‘inspectors’. Visits to school by governors should, wherever possible, help to inform the strategic role of the governing body.

Governors can visit lessons with the consent of the teacher

The Department for Education (DfE) has published guidance on governors’ visits to schools. It emphasises that “governors do not have any rights of access to the school”.

However, visits can help to improve governors' knowledge and understanding of the school, enabling them to fulfil their statutory duties.

... the purpose of governor visits is not to assess the quality of teaching provision

The guidance also says:

It is important that governors remember the purpose of governor visits is not to assess the quality of teaching provision or to pursue issues that relate to the day-to-day management of the school, other than as agreed with the Headmaster or SLT [senior leadership team].

The guidance includes a model policy and protocol for governor visits, based on a publication from Information for School and College Governors.

The protocol states:

- Governors are there to observe and inform themselves. They will intrude as little as possible on teachers' time
- Governors can go into classes when invited to do so by the teacher
- Governors can talk to pupils in class only when invited to do so by the teacher
- Members of staff are always free to say that it is not convenient for a governor to come in at any particular time

Governors will recognise, and make clear to parents upon hearing concerns or receiving complaints, that particular issues should be firstly addressed by the school staff and the Headmaster. If these avenues fail to resolve an issue of concern complaints should be addressed to the Chair of governors to ensure that appropriate procedures are followed.

Governors acting as voluntary helpers will be treated the same as other voluntary helpers in the school including limits to responsibility, supervision arrangements, training and support, and DBS checks.

Governors will be expected to feedback to the governing body or its committees following visits to the school. Therefore, visits should have an agreed focus.

The governing body's policy on visits to the school by governors will be made clear to all new governors through inclusion in an induction process which will be the responsibility of the Chair or other designated governor.

This policy will be monitored through feedback from governors and staff reported to the governing body or a committee.

A review of the governing body's policy will be conducted on a regular basis.

Agreed by the Full Governing body

Signed by: Chair of Governors

Date

Signed by: Mr D J Lyon; Headmaster

Date