



ST CHARLES'
CATHOLIC PRIMARY
SCHOOL

GOVERNOR VISITS
POLICY

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AGREED: OCTOBER 2016	REVIEWED: OCTOBER 2018	NEXT REVIEW: OCTOBER 2020

Our Mission at St Charles' Catholic Primary School is to...
LOVE, LEARN, GROW TOGETHER

St Charles' Catholic Primary School

Governor Visits Policy

Code of Practice for Governors

The duties and responsibilities of governing bodies are laid down by law. Their main responsibility is to determine the aims and overall conduct of the school with a view to promoting high standards of educational achievement.

The Governing Body has a responsibility for determining monitoring and keeping under review the broad policies, plans and procedures within which the school operates.

Value of School Visits

A Governing Body can be most effective when the members have a personal knowledge of their school. Regular visits allow governors to become known by the staff, who hopefully, feel the governors are interested in their work and value their efforts. There are at least four good reasons why governors should try to make a formal visit to the school at least once a year:

- to develop a greater understanding of the functions of the school.
- to learn first hand how the National Curriculum is being implemented (a legal responsibility for schools).
- to monitor the implementation of the School Improvement Plan.
- to build up relationships with staff and pupils of the school.

Other reasons include:

- Observing the range of attitudes, behaviour and achievements of the pupils.
- Understanding the views and values of the staff and pupils.
- Evaluating the resources and environment of the school.
- Gaining first hand information in order to assist policy making and decision taking.
- Observing the operation of policies.
- Awareness of changes and different approaches to teaching and learning
- Demonstrating governors commitment to the school.

St Charles' School Governing Body aims to encourage such visits in a way which will allow the whole Governing Body to benefit from the knowledge and insight gained by an individual.

Governors' Monitoring Visits

Although the Headteacher has stated that governors are welcome to visit the school at any time, it is good practice to establish an annual diary for proposed governors' visits, as well as procedures for governors visiting the school. The diary will be set for the start of the academic year and visits will

reflect targeted priorities and subjects to be observed (see **Appendix 1** – Areas of Responsibility). Priorities and subjects will be proposed by the Curriculum and Pupils committee and agreed at a meeting of the Governing Body during the Summer Term.

- Each governor will make at least one visit per year.
- Visits will be arranged in consultation with the Headteacher or identified member of staff.
- Diary of governors' visits will be made available to all members of staff.
- Named governors will monitor specific areas.
- Named governor will monitor key issues such as behaviour and incident recording.
- Governors may visit a particular subject co-ordinator or seek to observe or support a lesson or activity.
- Each governor will complete a brief report on their visit (**Appendix 2**)
- The report from governors on their visits will become a regular agenda item for the full governor meetings.
- A copy of these written reports will be kept at the school for inspection and presentation at routine governor meetings and will be uploaded onto the Governors' section of the school website.

Advice for Governors

- Plan each visit by deciding beforehand what you want to achieve and whether you wish to see a class being taught. Look at the work of a whole department or review the implementation of a particular school policy.
- Request relevant background papers/policies so that you can familiarise yourself with what the school is trying to achieve.
- If making a classroom visit arrange to see the member of staff at a mutually convenient time (even if it is just to say "Thank You").
- Start and end your visit with a meeting with the Headteacher if possible, or check on any last minute changes to the teaching day.
- You are not there to inspect a lesson, so get involved without being obstructive.
- It is a good idea to send a thank you note to the staff and pupils you have visited.
- Share your findings and perceptions with other governors and prepare a report for the governing body.
- Evaluate your visit. Did you achieve what you set out to do? Has the visit increased your knowledge of the school? Will your visit require any further action?

Appendix 1

Governor Monitoring and Timetable

The monitoring process will be in keeping with the School Improvement Plan in particular pupil progress, resource management and staff development.

Each of the key areas are to be monitored on an annual basis with the exception of Safeguarding which needs to have a termly cycle.

Specific Governor Responsibilities

Mathematics	Nicola McCloy
Literacy/RWI	Martin Burke
RE	William Hughes
Computing	Fr James
SEND	Steve Roberts
Curriculum	Hans Broekman
Safeguarding/Child Protection	Steve Roberts
Pupil Premium, Pastoral	Steve Roberts
Health and Safety	John Cassell
Out of Hours	Sarah Jennings
Breakfast Club	Nicola McCloy
Governor Skills Audit/Training	Fran Stoddart

Appendix 2

This document is a template only to give some broad areas for governors to consider. Governors may prefer to present their own narrative form following the guidelines in the policy documentation.

St Charles Catholic Primary School- Governor Visit Form
Name of Governor:
Date:
Time:
Class/Year Group/Activity Visited:
Purpose of Visit:
Staff Present:
Comments and Observations:
Next Steps:
Signature:

Original form to be given to Head/Office as soon as possible after the visit, at the latest by the next full governing body meeting, for filing in a centrally held school file. Governors to keep their own personal copy.