



**Gomer  
Infant  
School**

## **Governor Visit/Monitoring Policy Statement**

### **Introduction**

1. At 'The Federation of Elson Infant School & Gomer Infant School' we value our Governing Body and promote a positive and open working partnership.
2. The law requires there to be a policy that monitors and guides governors' visits into school. Individual governors do not have an automatic right to enter the schools whenever they wish. However, they need to be able to visit periodically to develop their understanding of the schools. These visits enable them to fulfil their responsibility for maintaining educational performance at the schools and to contribute to whole school self-evaluation. Governors should arrange their visits with the Executive Headteacher, who has overall responsibility for the day-to-day management of the schools.
3. The governing body should plan visits to cover a wide range of school work, particularly in relation to school improvement/safeguarding priorities and each visit should have a clear purpose. They do not replace professional inspection or the monitoring and evaluation carried out by the Executive Headteacher.

### **Purpose of the visit**

4. Visits are undertaken to:
  - assist the governing body in fulfilling its statutory duties including those related to safeguarding
  - improve governing body knowledge of the schools and the people that work in them;
  - enable governors to be able to identify achievement and further motivate staff.
  - assist the governing body in monitoring the implementation of the Raising Attainment Plan (RAP);
  - assist a governor to fulfil a specialist governor role such as inclusion;
  - assist the governing body in triangulating evidence, as provided by the schools and any external sources and contribute to whole school self-evaluation.
5. Governors should not pursue any personal agendas or arrive with preconceived ideas.
6. Governors are not to make judgements about individual pupils' work, behaviour, any teacher's classroom practice or issues relating to the day to day running of the school. Those are the responsibility of the Executive Headteacher.

### **Planning the visit**

7. Visits should be undertaken only as part of a programme formally organised by the governing body or one of its committees and with approval of the Executive Headteacher.
8. The Executive Headteacher should be kept informed of, and agree with, the details of the planned visit.
9. If the visit is to involve any member of staff, then that member of staff must be fully involved in the planning through the appropriate member of the leadership team.

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10. Before making a visit, governors should make themselves fully acquainted with health and safety procedures, including fire safety.

### **During the visit**

11. Governors will report to reception upon arrival and follow the procedure for the signing in of visitors.

12. If visiting a classroom, governors must arrive at the time planned to avoid disrupting the learning and follow the agreed purpose of the visit. Governors should be aware that some teachers may feel nervous or stressful about having a visitor in the classroom. At the end of the visit governors should thank everyone concerned including the children.

13. Governors should be aware of their behaviour and avoid any implication that they are inspecting, such as, by using a clipboard.

### **After the visit**

14. After visiting the school, governors should:

- give some time and thought to reflection;
- write a note of thanks to all staff visited (email);
- complete the Governor Feedback Form set out in Appendix 1 outlining the purpose and results of the visit and *forward to the Executive Headteacher and Clerk to the Governing Body* (this report will be shared with all the staff involved);
- if necessary, raise any concerns sensitively with the Executive Headteacher;

15. Following completion of the agreed monitoring programme, governors should report back to the governing body or committee as appropriate (reports on Google Drive and in Governor Record File).

**Appendix 1 -The Federation of Elson & Gomer Infant Schools/Governor Visit Record**

<b>Date:</b>  <b>Governor Name/Role:</b>	<b>Monitoring Activity:</b>
<b>School Name:</b>	
<b>Linked to RAP: (RAP SECTION – e.g. Leadership)</b>  <b>Key Priority:</b>	
<b>Questions (Linked to Key Priority):</b>  •	

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**Analysis of Visit: (Bullet Points)**

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**Summary:**

**Actions to take resulting from this monitoring - including how visit will inform questioning at FGB/Committee level?**

**Revisit/Re-evaluate:**

**Date:**

**Visit to be discussed at: (Committee/FGB etc)**

**Signed:**

\*Remember to forward this completed form to the Executive Headteacher and Clerk to the Governing Body, so that it can be viewed and filed for evidence purposes.

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