



Welbourne Primary Academy

GOVERNOR VISITS POLICY

Headteacher	Mrs C. Everton	
Chair of Governors	Mrs J. Lowe	

Policy Adopted by Governors: January 2020

To be reviewed: January 2023

GENERAL PRINCIPLES

- 1) The Code of Conduct of the Welbourne Primary Academy Governing Body commits governors to knowing the school well, and to becoming actively involved in a range of school activities in order to undertake their responsibilities effectively.
- 2) Governors are expected to make introductory visits to the school and subsequently to participate in visits linked to aspects of the School Improvement Plan, curriculum subjects or school policies. Individual governors may also visit the school on other occasions from time to time, in order to support and contribute to the school's activities and achievements.
- 3) It is important to recognise that governors have no automatic right of entry to the school's premises and have no individual authority within the school. Accordingly, all visits by governors should be by prior arrangement with the Headteacher or her nominated representative, and should comply with the principles of the visits policy established by the Governing Body and agreed with the Headteacher.
- 4) The Governing Body and Headteacher of Welbourne Primary Academy will ensure that the policy for governor visits is agreed with the school's staff prior to its implementation or subsequent revision. This is in order to ensure that everyone participating in a visit has a common understanding and expectation of its purpose.

PROCEDURE FOR GOVERNOR VISITS AND MEETINGS

- 5) All governor visits will have a predetermined, clear and agreed focus. The date and timing of each visit and meeting will be agreed in advance with the Headteacher or her nominated representative and, as required, with any other school staff involved. The Governing Body and Headteacher recognise that, in some circumstances, it is appropriate for governors to contact school staff directly to arrange visits or meetings (e.g. when acting as a 'link' governor or during a monitoring exercise.) The Headteacher or her nominated representative must be promptly informed of any such arrangements made.
- 6) The timing and duration of any classroom visit by a governor will be discussed and agreed in advance with the relevant class teacher(s). Governors must promptly notify the full details of all arrangements for classroom visit(s) to the Headteacher or her nominated representative.
- 7) Governors will respect confidentiality at all times with regard to any staff, pupils and parents who they meet, or whom they may contact, during the course of their visits.

- 8) Governors recognise and accept that the purpose of their visit or meeting is not to make judgements: it is to gain information and insights into the school's learning and pastoral activities in order to undertake their responsibilities more effectively.
- 9) Any feedback from a governor's visit or meeting will initially be provided to, and discussed with, the Headteacher. If specifically required or deemed necessary, a brief oral or written report will subsequently be submitted to the school's Governing Body.
- 10) A record of governor visits and meetings will be kept in the minutes of the Governing Body.
- 11) All governors will wear official Welbourne Primary School identification badges throughout the duration of their visits to the school.

MONITORING VISITS BY GOVERNORS

- 12) The Welbourne Primary Academy Governing Body has implemented an annual programme of visits by governors to monitor the delivery of priority initiatives in the School Improvement Plan to enhance the school's educational and pastoral performance.
- 13) The School Improvement Plan initiatives to be monitored, the number and type of monitoring visits and meetings to be undertaken each term, and the reporting framework, will be agreed by the Chair of the Governing Body and the Headteacher at the beginning of each school year.
- 14) All governors are expected to participate in the annual programme of monitoring visits, as requested by the Chair of the Governing Body.
- 15) Monitoring visits will be conducted in accordance with the principles and procedure for governor visits described above and governors will respect confidentiality at all times.
- 16) Governors will discuss and agree the date, time and duration of each monitoring visit or meeting in advance with the relevant school staff involved, and promptly notify the Headteacher or her nominated representative of the detailed monitoring arrangements made.
- 17) When a monitoring visit involves spending time in a classroom, governors will agree its timing and duration with the class teacher(s) and explain the purpose of their visit. It is important that everyone involved has a common understanding of how long governors will be present, what activities are to be looked at and what governors will do in the classroom.
- 18) Governors recognise and accept that their monitoring visits are not inspections. They will not act like inspectors or submit reports to the Governing Body on the quality of teaching they have observed or the standard of childrens' work.
- 19) If specifically requested or deemed necessary, governors will discuss their impressions of their visit(s), and any concerns they may have as a result of their visit(s), with the Headteacher or her nominated representative.
- 20) Governors will give an oral or written account of their monitoring visits to the next meeting of the Governing Body. The contents of any written reports by governors will be discussed with the Headteacher or her nominated representative prior to the Governing Body meeting.