

Slimbridge Primary School Governor Visits – Guidance

Background

Governors have a responsibility to provide a strategic future view for the school, to provide support and advice to the school and to monitor standards. Individual governors may also have responsibilities related to specific subjects. They will, therefore, need to be involved with the school. This will entail visiting the school.

Ofsted inspection assumes that governors know the strengths and weaknesses of the school. This knowledge will need to be set in the context of an understanding of what happens in the classroom. Governors do not have a role in the inspection of teaching.

Teachers need to help governors to understand the school, and to get to know governors and their responsibilities.

The purpose of a visit

A governor may visit to:

- Celebrate successes;
- Get to know staff and children;
- Recognise different styles of teaching;
- See policies and plans in action;
- Inform decision making;
- Find out what resources are needed;
- Understand the environment in which teachers work;
- Increase their understanding of the school;
- Participate in the annual SIP session.
- Monitor data of Progress and attainment with subject leaders
- Undertake learning walks to evidence a SIP target

The visit should be planned and agreed, and conducted with minimal disruption and maximum open-mindedness.

Making the visit effective

There needs to be a distribution of visits between governors and across terms, which will be sufficient to enable governors to fulfil their obligations, but not disrupt the school. The visits will focus on the agreed cyclical programme of subject monitoring visits for the term.

Before a visit, a governor must be clear about the purpose of their visit, and have thought through the desired outcomes and potential benefits for them and the school as a whole.

They must agree the date, time and arrangements with the Head, and teacher if a class is to be observed in action. The purpose of the visit must be clear, and any relevant discussion held in advance. The governor will need to familiarise themselves with any other policies and procedures relevant to the purpose of their visit.

During the visit governors should be as unobtrusive as possible to avoid disrupting the class work. Thanking those involved is important.

After the visit the governor must prepare some written notes to indicate what they hoped to gain from the visit and what they have learned as a result of the visit. The notes may include factual observations, positive comments, areas of concern, questions and suggestions. Teachers involved with the visit can take the opportunity to comment. The notes will be distributed to the teacher(s) visited, Head, and governing body. The notes must be signed and dated. An example format is attached

Governors should also take the opportunity to reflect on how the visit has benefited their own development, and how they could make their next visit even more effective.

Teachers should also take the opportunity for such reflection and share thoughts with the Head.

Monitoring

The Board of Governors will review annually the approaches taken for visits, and the contribution to achieving the governors' overall purpose.

These guidance notes need to be reviewed every two years.

February 2020

Adopted at Full Governing Body Meeting (date).....

To be reviewed February 2022

School Visit

Name of Governor.....

Date of Visit.....

Others involved with the visit.....

My preparation

(What is the purpose of my visit? What do I hope to learn? What is the best way to do this?)

The visit

(What happened? Who helped me? What questions did I ask?)

My reflections as a result of the visit

(what did I learn; how has the visit helped my development as a governor? Key points for other governors?)

Signature..... **Date**.....

Notes from others involved with the visit:

(Please sign to say you have seen the notes, even if you have no comment)

Signed.....**Date**

Comment:

Signed.....**Date**

Comment:

Governor Visits

