



Governors' visits protocol

'Building for Successful Futures'

Formally adopted by the Governing Board of	Fred Nicholson School
Chair of Governors	Hilary Bradshaw
Policy Holder	Executive Headteacher
Policy Contributor	Heads/Leads of Areas
Last updated	March 2021
To be Reviewed	Summer 2021 (Resources)

This policy applies to:	
Whole School	✓
Residential	
Orchard	



Governors' visits protocol

'Building for Successful Futures'

We want our pupils to:

Be eager, excited, curious and engaged in learning.

Have a sense of self and are happy, confident and emotionally healthy.

Be able to co-operate and communicate socially.

Be healthy and safe.

Feel equipped to make life choices, recognize their own achievement, take responsibility for themselves and behave in a way that enhances their well being and the well being of others.

Purpose

This policy is to aide governors and school staff to ensure that governor school visits are structured, productive and enjoyable for all concerned.

It clarifies the protocol for visits made to school by members of the Governing Body whose roles are to support and challenge.

This policy was produced in collaboration with Staff and Governors.

Aims

School visits by members of the Governing Body are a key component to being an effective school governor and have potential benefits to both governors and staff.

The benefits to staff are:

- To help Governors understand the reality of the classroom;
- To become familiar with, and work with the Governing Body;
- To have a clear understanding of the Governors' roles and responsibilities;
- To have an opportunity to reflect on practice through meetings, discussion and feedback;
- To demonstrate an identified need for particular resources.

The benefits for Governors are:

- To recognise and celebrate success;
- To develop relationships with the staff;
- To get to know the pupils and develop an understanding of their needs;
- To develop an understanding of different teaching styles;
- To understand the environment in which teachers and other staff work;
- To see policies, schemes of work and initiatives in action;
- To gain knowledge to inform decision making;
- To gain an understanding of how resources are used throughout departments.



Visiting the School

Visiting the school is encouraged by the Executive Headteacher and the Governing Body. It is important to remember that the Governor's role is to support and challenge and not as an inspector. Monitoring of class teaching is the responsibility of the Executive Headteacher. Governors are to monitor items identified from the SIDP (School Improvement Development Plan) and SEF (Self Evaluation Form) and other information available to Governors. Areas for focus will be clearly identified on the Monitoring Form (see Appendix A).

New Governors

After the appointment of a new governor, the Chair of Governors will make contact and invite the new governor for a visit and induction at the school. The induction will take place with the Chair and/or Vice Chair and the Executive Headteacher and/or Headteacher.

The new governor will be given a welcome pack which includes the following:

Copy of Governors' Handbook contents include:

- Governing Body Development Plan;
- Governing Body meeting dates;
- Governors' overall planner;
- List of committee members and designated governors;
- List of governors;
- Relevant school information for governors;
- School policy table.

Copies of other relevant information:

- Committee Terms of Reference;
- Copy of last Ofsted report;
- Governors' skills and experiences sheet and identifying training needs sheet;
- Information for prospective governors;
- Roles of Governing Bodies and Headteachers;
- School brochure;
- School Improvement and Development Plan;
- School newsletter;
- School profile;
- Copy of Governors Visits Policy.

Copy of Publications for Governors:

- "Agenda" newsletter;
- Governor services training booklet;
- Norfolk Governors Network (NGN) newsletter.

Financial information including:

- BCR;
- Latest budget;
- Scheme for financing schools;
- Statement of internal control (FMSIS).

As part of the induction and the answering of any queries/questions the new governor will be given a tour of the school and introduced to the Executive Headteacher, Headteacher and staff.

Reason for school visits

Any visit to the school will be in order to:

- gain background information and get to know all school staff and pupils.



- to help Governors understand the reality of all areas within the whole school environment.
- monitor a specific age group, subject area or activity linked to the SIDP and other information available to the Governors.
- inform decision making;
- monitor how a particular policy or procedure is carried out;
- carry out Health and Safety reviews and monitor school practices and resources..

Protocol

- Individual visits and/or monitoring will be carried out by governors who have been DBS checked;
- When visiting the school contact will be made with the Headteacher requesting a visit. Dates and times available and reason for visit will be specified. The Headteacher will either co-ordinate or delegate the arrangements to the Staff Governor assigned to organise monitoring visits as appropriate. Confirmation will be timely to arrange a mutually convenient date and time;
- A Monitoring Form (see example at Appendix A) will be provided by the Staff Governor assigned to organise monitoring visits, stating a clear focus, linked to the SIDP and/or other relevant information. This will be approved by the Executive Headteacher and added to Governorhub for Governors to peruse before the visit. This will be completed by visiting Governors at the end of the visit.

After the visit a Monitoring Forms will be collated and all findings will be written up to produce a collaborative summary of the visit, discussed with the Executive Headteacher who will then feedback to the relevant staff. The document will be placed in the Monitoring Folder on Governorhub and Governors will be informed on the Governorhub Noticeboard. This will therefore be available for the Chair of Governors to include in the agenda for the next Full Governors Meeting, where any issues will be shared and discussed by the Governing Body.

Please remember it is important to remember that the Governors' role is to support and challenge and is not as an inspector. Monitoring of class teaching is the responsibility of the Executive Headteacher.

Informal ways of getting to know the school

Governors are actively encouraged to participate in the life of the school and are always welcome to attend school productions and festivals etc, the dates of which are published regularly in the school newsletter and sent out to all Governors. These visits are not included as part of this policy.

Considerations when attending the School to undertake a Governor Visit

The following considerations should be taken into account:

- Any visits should always be pre arranged.
- Individuals to confirm attendance to assist with the planning of the visit and to prepare the pupils for any changes and visitors.
- Be punctual
- Sign in and out of the visitors' book;
- Wear a visitors' badge that can be seen at all times;
- Observe any school and class guidelines/rules.
- Focus on the agreed purpose as set out in the Monitoring Form;



- Be courteous and professional towards the teacher and the pupils, respecting that the visit may unsettle the pupils;
- Discuss observations with the teacher and Executive Headteacher where appropriate.

Equality Impact Statement

The Governors have reviewed this policy giving due regard to their responsibilities with respect to the equalities agenda, in line with recent legislation. They believe that the policy reflects a positive attitude and approach to all members of the school community.

Policy Approved by:

Chair of Committee

Date: 17.03.21



APPENDIX 1

Monitoring Form



Name:	Date:
Purpose of visit: Governor Access Day:	
Links with the School Improvement Plan	
Description of work undertaken	
Findings	



Broad Evidence Base eg. Data, Pupils, Parents, Staff, Books, Observations etc.

What have you learned from this visit?

What actions are going to be taken?



What impact will these actions have on the school improvement priorities?

When is your next follow up visit?