



MAYHILL JUNIOR SCHOOL

Governor Visits Policy

Governing bodies have a statutory responsibility to monitor and evaluate the effectiveness of the school and its curriculum. We believe that visiting the school is one of the ways in which this can be achieved.

Through our programme of individual governor visits to Mayhill Junior School we aim:

- To recognise and celebrate success
- To develop good working relationships between staff and governors
- To improve governors' knowledge of the school, the curriculum and its delivery
- To support governors in their roles of additional responsibility
- To assist the governing body in fulfilling its statutory roles
- To assist with understanding the effectiveness of the Strategic plan and help identify priorities for future plans

Frequency and timing of visits

- Governors aim to make at least one formal visit per year. Additional visits are actively encouraged and can be made by appointment with the Headteacher.
- Individual governors should arrange visits through the Headteacher giving at least a week's notice for a formal visit of the intended visit. The intention of the visit should be shared and advised to the class teacher.
- Each visit should have an identified focus as identified by the school strategic plan or a committee annual planner or an event.
- All new governors will be offered an introductory visit soon after their appointment to the governing body as part of their induction process.
- Governors may take notes during the visit but these should be destroyed following production of the formal report. No personal details should be included in the report (eg names of children).
- Following visits informal feedback will be given to the Headteacher, following which a formal visit report (see attached) will be passed to the Headteacher.
- All governors should sign in each time that a visit is made and wear a Governor name badge.

Format for visits

- The visit should be arranged through the Headteacher and governors must give at least one week's notice. Times for arrival and feedback will be decided.

- At the start of a visit the class teacher will explain to the governor what activities are taking place, what the governor is expected to do, and the teaching and learning objectives for the session. Governors will be aware of the confidentiality of what they hear and see and will not disrupt the lesson in progress.
- The Headteacher will meet with the governor to review the focus of the visit and clarify any queries. Areas of concern will not be raised with the class teacher.
- The governor will complete a Visits report and forward as soon as possible to the Headteacher.
- When governors visit classrooms it is not appropriate to:
 - Make judgements about the quality of teaching
 - Check on the progress of their own children
 - Pursue personal agendas
 - Monopolise the teacher's time
 - Arrive with inflexible pre-conceived ideas.

Monitoring the effectiveness of the policy

The Headteacher will consult with staff on an annual basis to consider the effectiveness and success of the visits and report to governing body in the Autumn term.

At the beginning of each academic year governors will agree a programme of visits with foci based upon the Strategic plan, requirements for evidence for the SEF and to monitor the progress of particular projects. At the end of the academic year this will be reviewed to confirm that all areas have been covered and to discuss the effectiveness of the visits themselves.