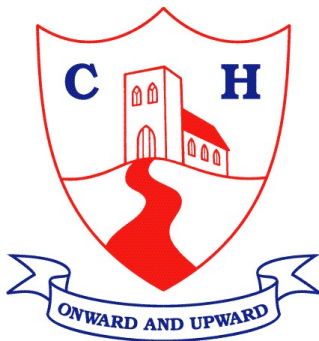


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Name of policy: **Governing Body Visiting Policy and Guide**

REVISION HISTORY

	Date
APPROVED BY COMMITTEE	
RATIFIED BY GOVERNING BODY	
NEXT REVIEW	

Head Teacher _____ Date _____

Chair of Governors _____ Date _____

Church Hill School Governing Body Visiting Policy and Guide

Intent of the Policy

The intent of this policy is to provide a guideline for Governors when making visits to the school as a representative of the Governing Body.

Governors have no automatic right to visit the school. They should do so on invitation or by Governing Body decision.

In our school, Governors are requested by the Governing Body to visit the school at least once per year and where possible once per term. The visit must fit in with the needs of the school and the pupils, and should be in line with the School Improvement Plan. Visits should have the prior approval of the Head.

Purpose of the Visit

The primary purpose of a Governor visit to the school is to explore the impact and effectiveness of the schools policies and procedures. Governors may also be invited to attend specific staff meetings. The Governor visit should “add value” both to the school and to the effectiveness of the governing body.

Governor visits should not be confined to the classroom but may include: school assemblies, parent-teacher consultations, playground and premises reviews, meetings with senior staff or subject leaders, looking at samples of pupils’ work, reporting on extra-curricular activities.

When visiting, Governors should therefore state the explicit and agreed purpose of the visit to the Head, so that any staff involved in the visit knows in advance and are prepared beforehand.

Before a visit Governors should:

*Liaise with the Head re time and focus of the visit and agree an agenda in advance.
Prepare questions. Discuss with the Head if any supporting information is available.*

Form of visit

- ❖ On arrival, report to the school office to meet the Head or Deputy Head, or subject leader if arranged.
- ❖ Meet with the subject leader and/or class teacher.
- ❖ Time in classroom – As determined/advised by the subject leader/year teacher.
- ❖ Follow-up discussion with coordinator/year teacher (Head/Deputy Head to cover class)
- ❖ Closing meeting with Head/Deputy Head or other or written follow up.

After a visit Governors should;

- ❖ Discuss observations with the Head/Deputy and allow for a consultation regarding impressions.
- ❖ Write a brief report as per the attached form and circulate a draft to the Head and any teachers involved.
- ❖ *Note: Be prepared to amend your report and seek to achieve a report that is agreed by all.*
- ❖ Copy final report to the Head and Chair of Governors for circulation.

Guidelines on Protocol for Visits.

- ❖ **Governors visit the school to learn, not to make judgements.**

When visiting;

As far as possible observe and make notes after the visit

- ❖ Decide with the teacher how you will be introduced to the class and what your role in the classroom will be.
- ❖ Consider who ‘owns’ each part of the school and behave accordingly. Only visit classrooms by invitation.
- ❖ Be punctual.
- ❖ Do not confine discussions to teachers. Speak to children and other staff.
- ❖ Tell those who do not know of the purpose of your visit and what the outcome will be.
- ❖ Avoid making judgements about professional practice. If you have a serious concern about **anything** talk to Head in confidence.
- ❖ Don’t lose sight of the purpose of your visit.
- ❖ Ask questions, but beware of giving opinions.
- ❖ Remember, you represent the full Governing Body. As an individual Governor you are a guest of the school.

Governor Visit Form

Governor:

Date of Visit:

Purpose of Visit:

Lesson Seen:

Subject Co-coordinator/Teacher:

What Information did I gain:

Points I would like clarified:

Suggested Focus for Future Visit:

**Signed
Governor:**

Head/Deputy:.....

Dated: