

Governor Visits Policy

March 2018

Governors visit school for a number of reasons:

- Governing Body and Committee Meetings
- Monitoring the impact of the School Development Plan (SDP)
- Training
- School functions
- Volunteering in school
- Develop a greater understanding of the functions of the school.
- Build up relationships with staff and pupils, understanding their views and values.
- Gain first-hand information and evidence in order to monitor impact in all areas of the school including the School Development Plan, achievement and standards and Curriculum,

All visits should be logged on the governor sign-in sheet, including the recording the reason for the visit.

Governors who volunteer in classes should log their visits, but are not expected to complete a Governor Visit form.

Any visit or meeting which involves monitoring should have a pre-agreed focus, normally linked to the impact of the SDP. These visits/ should be recorded using the Governor visits/meeting form.

As a rough guide line, the Governors handbook suggests each Governor should undertake about 2 visits per year. These are often incorporated into our Committee Working Parties in terms 2, 4 and 6.

In order to establish good practice the following points should be considered:

1. The date and time should be agreed between the visiting Governor and the staff involved, and this time and date should be entered onto the Bettridge calendar.
2. Governors are encouraged to ask questions, but this should not be done in lessons or in front of pupils. It is important to set aside time after the lesson or some other pre-arranged time for questions.
3. Governors are requested to complete a 'Governor Visit' form (Appendix 1) after the visit and return it to the Clerk of Governors, who will forward a copy to the Headteacher.
4. Feedback from visits should be given during either Committee Meetings or full Governor Meetings as appropriate.