



## GOVERNORS' MONITORING VISIT POLICY 2019

It is often difficult for busy governors to find time to be in school while it is in session but it is important that they are able to do this in order to gain a clear insight into what is happening within the school, how effective the school team is, at making further improvements in line with the school improvement plan, and how close what is seen is, to the school's vision and values

Bersted Green Primary Governing Body are keen to continue to work in partnership with the pupils and school staff to enable them to gain a clear picture of how effectively the school is working. Staff recognise and value the role of the Governing Body as well as the contribution they make to the community, pupils and staff at Bersted Green. Staff appreciate that the governors come to learn how the school is run and help.

Governors visits are part of their role to monitor, support, and challenge. All governors and staff should work together as a team for the good of the school.

Informal visits are always welcome via prior agreement with the headteacher as a part of supporting pupils' activities or getting to know more about the school.

Formal monitoring visits must follow the Governors' Visits Policy and reported back to the FGB via Governor's Personal Impact log.

### **Aims of Formal Monitoring Visits:**

To provide governors with an opportunity to:

- Understand the work being done by children and all staff.
- Enable children and staff to get to know governors.
- Demonstrate their interest in the school and to support the head and staff in their work.
- Have a wider understanding when making decisions affecting the school.
- Be better informed advocates, able to speak up for the school from personal knowledge.
- Share their skills and expertise as appropriate.
- More efficiently carry out their responsibility for monitoring the quality of care and education being provided for the children at the school, as well as how the school's key priorities are being addressed during the school year.

### **Principles**

- The Governing Body is a corporate body and every governor will visit the school as a member of that body, not as an individual.
- Governors visit the school as guests not as officials; they will come to observe, and help, not to inspect.
- An effective partnership between governors and staff based on mutual understanding benefits the whole school community.
- The Governing Body is responsible for the general overview of the school; it is not concerned with the day-to-day management of the school, which is the responsibility of the head.

- The Governing Body will plan a programme of governor visits as part of their strategic management of the school avoiding exceptionally busy times of year and dovetailing in the school's monitoring schedule.

### **Prior to the visit**

Governors to update themselves with the school's key priorities for the year, and what role they personally have in monitoring progress.

Governors to consider some key questions to raise when visiting to enable them to have a focussed visit. These questions to be given to the area/priority lead prior to the visit to ensure staff members are prepared for the visit.

Governors to make arrangements via the headteacher to meet with staff members to ensure the continued smooth running of the school

### **During the visit**

#### **Learning**

It is necessary for governors to emphasise that they are coming to support and understand, by asking some key questions (which will have been sent prior to the visit), in relation to their specific role, responsibility, governor lead on Key Priority

#### **Observation**

In addition to any special focus to a visit as identified in advance, other areas may be observed, such as:

- The extent to which the school's vision is seen in all aspects of school life;
- The extend to which pupils are engaged in learning;
- Children learning independently
- Children movement on site.
- Displays in the school.
- Relationships between child/child, children/staff, families/staff.
- Storage and accessibility of resources, books, equipment, and pictures.
- School/room facilities: lighting, layout, storage, furniture and décor.
- Facilities for staff.
- Storage and cloakroom facilities for children.
- Health and safety issues.
- Cleanliness and general appearance of the site.

#### **Notes**

Any notes are made during the visit these should be done unobtrusively. These notes should inform the final writing of the report. Governors should always sign in the Governor Visitor register and briefly identify the purpose of the visit and the impact this visit has had on them as a governor personally/member of the governing body

#### **Impressions**

After completing a visit, governors will have been encouraged by some of the things seen and formally observed. These will be shared with the Headteacher. Positive feedback should be given to children and members of staff as appropriate.

#### **After a Visit Policy**

- Share impressions of visits with the head and particular staff, agree a draft of any written report, if necessary discuss a matter with the chair of governors.
- Share impressions with the governing body via termly Personal Impact Logs to the governing body on a termly basis. They should also be shared with the member of staff concerned
- The written report will be written following the attached guidance (Appendix 1)

