



Governor Visits Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Governor's Committee Responsibility:	Personnel
Date Approved:	Spring term 2023
Review Period:	3 yearly
Next Review Date:	Spring Term 2026

The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2022

Limpsfield Grange School

Governor Visits Policy

Background and rationale

Governor visits can develop the Governing Body's understanding of a school community.

We must remember that individual Governors do not have an automatic right to enter the school but they do need to be able to visit to develop their understanding of how the school works enabling them to better fulfil their statutory responsibility for the conduct of the school.

This policy recognizes the varying degrees of commitment individual Governors are able to give and establishes the framework for visits in accordance with the recommendations contained within the Limpsfield Grange Governor handbook and competency framework.

Why should Governors visit the school?

- Governing Bodies have a statutory responsibility to monitor and evaluate the effectiveness of the school and its curriculum. Visiting the classroom is one of the ways in which this can be achieved.
- Limpsfield Grange has agreed that individual Governors are linked to specific areas of school life, such as Looked After Children. Governors are expected to meet with the member of staff leading on the areas they are linked to, to monitor progress and gain a deeper understanding of that aspect of the school.
- Governors need to develop a deep understanding of how a school performs and functions, and to enable Governors to develop working relationships with the staff
- When there is a particular need, such as joining staff training sessions; interviewing prospective staff; or meetings with members of staff or wider professionals. The purpose and attendees of such visits would normally be agreed when arranged and therefore fall outside the scope of this policy.
- Governor visits can help Governors to recognize and celebrate successes across the school.
- Governor visits can also be used to monitor how the school's resources are being used.

Guidance for Governor visits

Governors are observers.

Members of the Governing Body must know Limpsfield Grange school in order to maintain robust accountability. Through pre-arranged visits that have a clear focus, Governors will:

- Observe whether the school is properly implementing school policies and actions from the School Improvement Plan.
- Observe how these procedures are working in practice
- Have the opportunity to gather the views of students and staff

Governors are not inspectors. Governors will not:

- Attempt to assess the quality of teaching and learning in the classroom
- Interfere with the day-to-day operations in the school.

Visits programme

Governors will carry out regular school visits in order to meet the Governing Body's statutory obligation to monitor school effectiveness. They will do this through monitoring visits, where Governors discuss the progress of the school in a particular area with the relevant member of staff.

Before a visit

Governors will:

- Notify the Headteacher and the Chair before scheduling a visit, even if the Headteacher will not be involved in the visit. They should be made aware as a matter of courtesy.
- Agree purpose of visit with the member of staff that they plan to visit at a mutually convenient time
- Agree level of confidentiality
- Prepare in advance, e.g., by reading relevant material
- Be sensitive to the numerous demands staff have on their time
- Complete a Governor Visit Form after the visit, which should be sent in the first instance to the Headteacher for a factual accuracy check
- Be familiar with the school's safeguarding policies and procedures and report any safeguarding concerns which they encounter on their visit to the DSL or Deputy DSL before leaving site.

During a visit

Governors should know how to conduct themselves appropriately during visits in order to minimise disruption for staff and students and to receive the maximum benefit from the time spent.

Governors will:

- Be on time
- Ensure that they sign in at the front office and wear their Governor badge.
- Use the Governor Visit Form for recording the visit. Photographs and videos are to be avoided unless specifically agreed with the Headteacher for a specific purpose.
- Remain as observers, they are not there to pass judgement on staff or inspect them.
- Check with staff before speaking to students
- Pass on any concerns the staff raise with the relevant people.
- Be friendly but professional and dress appropriately, bearing in mind the standards of dress set for staff and students.

Governors will not:

- Pass comment on classroom practice or any specific incidents that happen, judge teaching methods, assess the quality of teaching, or comment on the extent of learning.
- Interfere with the day-to-day running of the school.
- Behave in a manner that would make staff feel that they are there to inspect.
- Raise concerns in the moment. Governors should note down any concerns they may have and raise them with the Chair of Governors or Headteacher after the visit.

After a visit

Governors will complete a written report as soon as reasonably practicable using the form included below.

In completing the report, Governors will:

- Use neutral language at all times
- Remain observational and describe only what they see
- Focus closely on the agreed reasons for the visit, and its strategic view

Once complete, Governors will submit their reports to the following people, in the following order:

- The Headteacher for a factual accuracy check
- The Clerk to Governors for circulation

Governor Visit Form

Name of Governor:	Date of visit:	Purpose of visit:
Focus area in School Improvement Plan <ul style="list-style-type: none">• <i>How does the visit relate to a priority in the SIP?</i>• <i>What evidence have you seen?</i>• <i>What impact is the development having on student outcomes?</i>		
Observations and comments (e.g., what you saw; what you learned; what you would like clarified; how long the visit lasted) <ul style="list-style-type: none">•		
Any key issues arising for the Governing Body (e.g., the way resources are allocated; the way the school communicates; progress in implementing a key policy) <ul style="list-style-type: none">•		
Safeguarding <i>Students - do you feel safe? How do staff keep you safe?</i> <i>Staff - have you seen the Safeguarding policy? Would you know what to do in the event of a safeguarding issue?</i> <ul style="list-style-type: none">•		
Action following Governing Body meeting (record any action agreed by the Governing Body with regard to this visit) <ul style="list-style-type: none">•		
Signed: _____ Governor Signed: <i>Sarah Wild</i> Headteacher		

Related links

[Governance Handbook](#)

[School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#)

The Governing Body of Limpsfield Grange School adopted this policy on:

It will be reviewed on:

Signed

Dated
