



Bromet School

Governor Visits Policy

Approved on:		November 2016
To be Reviewed:		November 2018
Signed Headteacher	Maria Pace	
Signed Chair of Governors	Martin Lawson	

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1. Objective and Scope

Governors have a responsibility for monitoring standards in school. Visits to undertake classroom observations, along with other informal visits, are a useful tool in fulfilling this responsibility. Visits also help Governors to get to know the staff and pupils and have a visible presence around the school. This policy sets out who will visit, with what purpose, how often, how visits should be conducted, recording the visit and feeding back.

2. Who, Why and How Often?

We recognise that it may not be possible for every governor to be available during the day – this will depend on personal and work commitments. However, all governors should do some visits; the frequency and type of visit will vary according to availability and role.

Each governor has taken responsibility for part of the curriculum or an area of school life, and this will be the focus for that governor's visits. A table is attached showing the member of staff responsible for each subject and the name of the responsible governor. We have written policies and a development plan for all subjects, so the purpose of governor visits should be to ensure that the policy is being carried out effectively.

The governors responsible for the National Curriculum core subjects – Maths, English, Science and Computing – should visit once a term, and for the other subjects a minimum of once a year. The aim is to find a balance between the need to visit in order to observe and monitor what happens in school, and the possible disruption this could cause.

3. How to Conduct a Visit

In order to ensure that visits are evenly shared amongst all classes and throughout the year the Headteacher will co-ordinate the programme of visits.

A governor's first visit should generally be to meet the member of staff responsible for the particular subject or area of school life. Subject co-ordinators also conduct classroom observations, and it may be less disruptive, and helpful to the governor, to undertake their visits at the same time.

The following protocols for arranging and conducting a visit have been discussed and agreed by governors and staff, and must be followed:

3.1. Before the visit

- Arrange details with the headteacher – which class, date, time etc.
- Discuss the visit with the subject co-ordinator

- Agree the purpose of the visit – discuss with class teacher

3.2. During the visit

- Make sure you fulfil the purpose of the visit
- Observe the obvious courtesies – don't walk in with a clipboard, interrupt the teacher or sit at the back making notes!
- Thank the teacher and children
- Discuss your observations with the teacher
- Make sure the pupil voice is heard

3.3. After the visit

- Write up your observations straightaway
- Provide written feedback to the governing body via the clerk

A form for recording visits is attached.

5. SCHOOL VISIT RECORD

Name Responsibility Area Date

Teacher/Class Visited:

5.1. Purpose of Visit

(Agreed in advance after discussion)

5.2. Links with School Development Plan

5.3. Governor Observations and Comments

(what did you see, what did you learn, anything to be clarified, how long the visit lasted, always include three positive comments)

5.4. Any Issues Arising

(for example resource allocation, communication, implementation of a policy etc)

5.5. Action Following Discussion with Full Governing Body

6. Staff & Governor Responsibilities

	Staff	Governor
Visits Co-ordinator		Martin Lawson
English	Julie Weyer, Lynne Wambeek	Martin Lawson
Mathematics	Julie Weyer, Lynne Wambeek	David Sands
Science	Julie Forty	Martin Lawson
Computing	Tom Libberton	David Sands
History	Sara Shah	
Geography	Natalie Langley Higgs	
Music	Emily Hardcastle	Simon Sotomey
Art & Design	Carole Burns	Simon Sotomey
Physical Education	Carole Burns	
Design & Technology	Carole Burns	David Sands
Religious Education	Sara Shah, Emily Hardcastle	Martin Lawson
Early Years		Chris Hambleton
Assessment/ Gifted and Talented	Maria Pace	Martin Lawson
SENCo/INCo/looked After Children	Lynne Wambeek, Julie Weyer	Chris Hambleton
MFL	Juliet Lawson	Martin Lawson
PSHCE/SEAL/ Healthy Schools	Amy Henderson	
Safeguarding	Maria Pace	Martin Lawson