Prescot Community Primary School
Putting the Learner First

Governor Visits Policy & Procedures

1. Introduction

The Governing Board at Prescot Community Primary School have a statutory duty to promote high standards of educational achievement and progress and they must monitor school performance to this end. Governors cannot fulfil this duty unless they know the school well.

The Governing Board works as a team and has a commitment to sharing the roles, responsibilities, and tasks across it members. In order to fulfil their collective responsibilities governors are encouraged to take an active role in making an impact upon the school and to engage successfully with children, parents/carers and staff.

Visits to school are an important function of members of the Governing Board and can be both formal and informal. Formal visits are pre-arranged and linked to a subject area or part of a lead governor responsibility such as Safeguarding, Pupil Premium or Digital/ICT. Informal visits to school may involve fundraising activities, attending concerts, plays and celebration events, which are valuable in establishing good working relationships with staff, children and parents/carers.

This policy and related procedures provide guidance for governors to ensure consistency of format and reporting when carrying out formal visits to the school.

This policy and related procedures will be reviewed by the Governing Board as appropriate to ensure that it meets is aims, but at least every 4 years.

2. Purpose of Governor Visits

The purpose of undertaking governor visits in school are outlined below:

- To establish and develop effective relationships with the staff
- To have a greater understanding of childrens' needs
- To recognise and celebrate success
- To monitor the implementation of the School Development Plan
- To increase governors' first-hand knowledge of the school which will inform strategic decisions taken by the governing board
- To understand the environment in which staff work and champion positive wellbeing
- To see policies in practice
- To find out what resources are used, what are needed and prioritise them
- To show support and encouragement to the senior leadership team, staff and children
- To demonstrate that the governing board is contributing to the school's self-evaluation process
- To develop links with a year group or subject area
- To champion individual governor's lead roles in terms of their specific responsibilities e.g. SEND, Safeguarding, Digital, Health & Wellbeing, Governor CPD

3. Procedures for Governor Visits to School

3.1 The programme of governor visits to the school will be discussed and agreed by the Governing Board, including identifying a clear purpose at least annually.

Governor visits to school will be planned ahead and should, where possible, take place once per term. The Governor Visits Annual Planner (see Appendix 1) will be used to record the range and frequency of visits across the school year.

A completed draft of the governor visits plan will be presented for approval at the first meeting of the Governing Board each year. The agreed plan will then be circulated to Governors, Senior Leadership Team (SLT) and staff.

The duration of governor visits, as part of the plan, may be a half day or full day dependant on the purpose of the visit.

If a site tour visit is arranged for a governor(s) arrangement will be made for them to be accompanied by a member of staff for the duration of the tour.

3.2 The focus of the governor visit should be agreed with a member of the SLT and the relevant staff member in advance by email. Where possible a timed agenda for the visit should be made available prior to the visit.

3.3 Areas of focus for the visit:

- A School Development Plan priority such as: Teaching and Learning, Pupil Progress, Pupil Premium.
- Specific areas of responsibility such as Safeguarding, SEND, Year Groups, Digital and Health and Safety.

3.4 Aims of the Visit:

- To have a deeper understanding of responsibilities as a governor.
- To build relationship with staff
- To increase knowledge of the school and pupils
- To focus on own area of responsibility or agreed aspect of the SDP.

3.5 Carrying out the visit

Governors must liaise with a member of SLT / Lead Staff member prior to the visit to agree the date, time and focus of the visit.

Governors visiting the school must sign in at reception and ensure they wear the allocated 'Governor ID lanyard' at all times. This requirement is necessary so that there is a record of the visit and also for Health and Safety reasons in the event of a Fire Drill etc. At the agreed time the Governor will meet up with the agreed member of SLT/staff either in reception or the staff room area.

3.6 During the visit Governors will:

- Conduct the visit in a positive manner
- Respect confidentiality and have regard to safeguarding policies and procedures.
- Remember that **governors are not there as inspectors or to pass judgements on the work of individual teachers.**

- Remember not to any use part of a meeting to discuss personal matters relating to pupils who are family members or complaints that have been brought to their attention by a member of the community. (Governors will follow school complaints policy when dealing with such matters).
- If any conflict arises from the meeting, the visiting governor may wish to seek further assistance from a member of Senior Leadership Team.
- Only enter classrooms and other areas of the school following invitation by a member of staff.
- Keep to the agreed role and purpose of the visit and only talk to the children if invited to do so by the teacher, so as not to disturb their learning experiences.
- Be flexible if something urgent crops up which means the pre-arranged visit cannot take place. It is important to remember that the education of children is the overriding priority.
- Be courteous and professional throughout the visit.
- Thank the staff and children for their time before leaving.

3.7   After the visit and prior to signing out from school Governors will:

- Thank the relevant SLT / staff members.
- Discuss their visit with the Headteacher/Deputy Headteacher, if pre-arranged.
- Respect rules of confidentiality at all times
- Complete the governor visit proforma (see Appendix 2) and share with the staff member for their comments and reflections on the visit
- Circulate and present the report at the next appropriate governing board meeting.

Appendix 1

Governor Visits Annual Planner – October 2022 to July 2023

KEY to Governors

SB = Sarah Benyon	MB = Michelle Blackburn	IMc = Ian Mcloughlin	JE = Jenny Ewing
GHR = Glenys Hurst-Robson	LG = Lorna Gerrish	DMc = Damien McNulty	JW = Jane Watts
LP = Lee Parkes	JB = Jodie Blackburn	DH = Deonne Hill	

Lead Area of Responsibility	Safeguarding	SEND / Pupil Premium	Digital Champion	Health & Wellbeing	Nursery (Foxes)	Reception (Swans)	Year 1 (Pandas)	Year 2 (Zebras)	Year 3 (Penguins)	Year 4 (Tigers)	Year 5 (Kangaroos)	Year 6 (Dragons)
Governor/ Governors												
Lead Staff Member												
Term												
Autumn												
Spring												
Summer												

Updated Feb 2024 – new governors

Governor Visit Proforma

Name of Governor(s) undertaking visit	
Date / Time of visit	
What is the agree purpose of the visit?	
What is the link to the SDP and/or Governance Development Plan?	
What is the intended outcome?	
Questions to ask staff (Link questions to the SDP and/or governance development plan. Ask open ended questions [what, how often, when, why, who, where])	
Questions to ask children (For example 'can you show me..? How do you learn to..?)	
Has the agreed focus of the visit been shared/communicated with the relevant staff?	
How , when and with whom will feedback from the visit be shared?	
Notes from discussions with staff	
Notes from discussions with children	
What evidence was observed which supports the responses from staff and children?	
Comments on learning environment and pupil behaviour/engagement	
Comments on general school environment such as engaging displays, tidiness etc	
What stood out on the visit and why?	
Questions for the Headteacher or other SLT members arising from visit	