

# St. Saviour's Church of England Junior School Governor Visits Policy

## St Saviour's Church of England Junior School

<b>Policy:</b>	Governor Visits Policy
<b>Review Period:</b>	2 years
<b>Ratified by Governing Body:</b>	October 2024
<b>Date of next review:</b>	October 2026

**Introduction:** Individual governors do not have an automatic right to enter the school. However they do need to be able to visit from time to time in order to develop their understanding of how the school works to enable them to fulfil better their statutory responsibility for the conduct of the school.

**Aim:** To enable Governors to gain insight into the workings of the classroom/curriculum so that they are better able to discharge their statutory functions.

**Principle:** Visits will always be made in line with the Governing Body schedule and have a specified focus.

### **Setting up the visit:**

1. The visiting governor should make contact with staff concerned (phone, email or in person) to ask to visit, negotiate dates/times and to explain what the visit is focusing on and make the necessary arrangements.
2. The above should be confirmed with the headteacher, if not directly involved already.
3. Governors would appreciate any relevant plans/documents if it is helpful for the visit.

**Undertaking the visit:**

1. Arrive at the appointed time as arranged.
2. Enquire of staff how they would like the Governor to be involved, (if appropriate).
3. Avoid making notes while in the classroom. If you feel you really need to jot things down, do ask the teacher beforehand if s/he minds.
4. Concentrate on the focus of the visit whether it be pupils' responses, use of ICT, vocabulary, curriculum, etc. Remember that your aim is to learn about your area of focus – e.g. what makes maths “tick” in the school.
5. During the lesson opportunities may arise for you to talk to pupils. Be sensitive about distracting them from their tasks but use the opportunity to see the lesson from the pupils' perspective. “Can you tell me what you are learning?” is a much better opener than “What are you doing?” and will, hopefully, allow them to talk about skills, knowledge and understanding rather than their tasks.
6. Health & Safety procedures should be adhered to, including what to do in the event of a fire.

**At the end of the visit:**

1. It is quite appropriate for you to engage in discussion with staff after a lesson, if time allows. Avoid being drawn into judgements about the quality of teaching and learning. Asking for clarification about aspects of the lesson is quite in order. Do share with staff what you have learned from the visit and don't forget to thank all concerned for their hospitality.
2. As soon as possible, prepare a report of your visit. This should be shared with the headteacher and staff involved. Email a copy of the report to the relevant Committee Chairman and Clerk to the Governors and add to Governor Hub.
3. If you have any concerns arising out of your visit you should discuss them with the Headteacher.
4. If you work in the school or attend as a volunteer helper, you need to be clear about your role – i.e. you are in school as a helper, and NOT as a governor.