



# *Lealholm Primary School*

## GOVERNORS SCHOOL VISITS POLICY

### Rationale

An integral part of the role of the Governing Body is to have a sound understanding of the school and be able to contribute to school improvement. One way of achieving this is through visiting the school. This is not about “inspection” but should be a fact finding and observational visit. The purpose of this policy is to provide a framework for such visits.

### Aims

- To enable the Governing Body to carry out its statutory duty to monitor and evaluate the work of the school
- To help the school community to get to know the governors and develop positive relationships
- To ensure that visits are conducted properly
- To contribute to school improvement
- To raise Governors’ awareness of life and work in the school

### Format of visits

- The Governing Body, acting in consultation with the headteacher, will approve a schedule of governor visits annually to take place throughout the school year. The number of visits will be based on an average of two visits per term.
- The schedule will ensure an even distribution of visits across subjects, year groups and staff.
- Each visit will have a clear focus, linked to a particular subject/curriculum area
- It is the responsibility of the visiting governor to arrange the date and time of their visit with the headteacher at least two school weeks in advance and agree the purpose of the visit
- Governors visiting the school to observe lessons shall be present at the beginning of the lesson to:
  - Enable the governor to be introduced to pupils and explain the purpose of the visit
  - Avoid disruption to lessons

### Aspects for consideration during the visit

- General ethos and atmosphere of the area/s visited
- Availability of resources

- Health and Safety (where appropriate)
- Pupil behaviour and attitudes
- Pupil engagement in lessons
- Relationships observed

#### Responsibilities of visiting Governors and Staff

- Visiting Governors and staff will be courteous and considerate at all times and respect the role that each has to fulfil
- Governors will not make judgements about the effectiveness of the teaching they observe
- Governors will express their gratitude, and any positive feedback to staff (and pupils) as soon as possible and provide verbal feedback.
- Governors will record their visits and observations (non-judgementally) in a written report for consideration at the next meeting of the governing body
- All parties will agree any appropriate follow-up action
- Governors and staff will respect confidentiality arising from any aspect of the visit

H Ward  
Head teacher

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