

Moorside Junior School Governors Monitoring / Link Visit Policy

Background

The Governing Board has appointed governors to act as liaison between the Governing Board and the school in specific areas as set out in the School Development Plan or as a 'link' for a particular part of the school business or initiative. These visits are to monitor the effectiveness of planned actions and the impact it (they) are having on pupil progress or on the efficiency of the school. These enable the Governors 'to get to know the school': its business at first hand and to act as source of information for the Governing Board. Governors (but not Associate Governors) are expected to make one formal visit per term.

It is important that visits are conducted in an appropriate way and the purpose of this policy is to provide a framework for visits with the following objectives:

- To enable all participants to make the most effective use of the visit;
- To help the school community to get to know the governors;
- To ensure that visits are conducted properly;
- To contribute to school improvement;
- **To enable the Governing Board to carry out its statutory duties:**
 - 1. Ensuring clarity of vision, ethos and strategic direction**
 - 2. Holding the Headteacher to account for the educational performance of the school and its pupils**
 - 3. Overseeing the financial performance of the school and making sure its money is well spent.**

These will all aid school development / improvement to ensure that the pupils receive an excellent education.

Format of visits

- a) The Chair of Governors acting and the headteacher, will approve a schedule of Governor Visits to take place.
- b) All staff will be provided with a copy of the schedule;
- c) Each visit will have a clear focus, linked to a particular school improvement focus or agreed 'Link Area'
- d) It is the responsibility of the visiting Governor to arrange the date and time of their visit with the head teacher / staff member at least two school weeks in advance and agree the purpose of the visit (if both parties agree this can be flexible)
- e) At least one school week in advance, the headteacher will notify appropriate staff of the date, time and purpose of the visit and arrange for any relevant information to be available for the visit;

Note: Governors may only be observing lessons to get 'a feel' for the school as an environment for learning they **are not** there to assess the quality of teaching. Lesson observation will only be one part of this type of a school visit. The second part may involve a structured conversation between the teacher and governor regarding a strategy / aspect / action as detailed in the Improvement Plan or as part of a 'Learning Walk'.

Aspects for consideration during the visit

- ✓ **Outcomes** and evidence of **impact** of action / strategy
- ✓ General ethos and atmosphere of the school
- ✓ Attractiveness or otherwise of the area/s visited
- ✓ Availability of resources
- ✓ Health and Safety (where appropriate)
- ✓ Pupil/Student behaviour and attitudes
- ✓ Pupil/Student engagement in lessons
- ✓ Knowledge of the staff member re: visit focus

Responsibilities of visiting Governors and Staff

- a) Visiting Governors and staff will be courteous and considerate at all times and respect the role that each has to fulfil;
- b) Governors will not make judgements about the effectiveness of the teaching they observe;
- c) Governors will not pursue personal agenda or seek to take advantage of their position;
- d) Governors will express their gratitude, and any immediate positive feedback to staff / and pupils and provide feedback to the headteacher at the conclusion of each visit;
- e) The Headteacher will provide feedback to appropriate staff as soon as possible after each visit;
- f) Governors will feedback their visits and observations (non-judgementally) by completing the Visit Report Form and verbally at the next Governors Meeting;
- g) The form must be completed within seven working days and sent to the teacher / person visited, the Head teacher with a signed hard copy placed in Governors Monitoring File.
- h) All parties will agree any appropriate follow-up action;
- i) **Governors and staff will respect confidentiality arising from any aspect of the visit.**

Moorside Junior School

Governors Monitoring / Link Visit Report Form

Name of Governor:	SDP / Link area this visit relates to:	Date of visit:
Class / area / person visited:		
Objectives of visit: (Reference to school development plan)		
Brief Notes:		
Follow up:		
Questions for the Governing Board:		
Signature of visiting governor:		
Date:		