

Moorside Infant 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 Curriculum area or school 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' and 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 Vice Chair School Development, acting in consultation with 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 development focus.
- 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 all appropriate staff of the date, time and purpose of the visit and arrange for any relevant information to be available for the visit;

- f) 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.

Note: Governors will 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 will involve a structured conversation between the teacher and governor regarding a strategy / aspect / action as detailed in the School Development Plan.

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

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 verbal 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 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, Vice Chair Development 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 Infant School

Governors Monitoring / Link Visit Report Form

Name of Governor:	SDP 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:		