



Governor Monitoring Visits: Policy

Preamble

The governing board is the 'accountable body' in a school – accountable to parents, pupils, the local authority and Central Government through Ofsted. It is responsible for everything from Health and Safety and Child Protection to the school budget, Teaching and Learning and pupil progress. Governing boards have a statutory responsibility to monitor and evaluate the effectiveness of the school and its curriculum, governors need to know what progress is being made towards targets set out in the School Development Plan (SDP). Visiting the classroom and other Link Monitoring Visits can help to support this process.

Ofsted inspection assumes that governors know the strengths and weaknesses of the school. This depends on governors assessing performance data presented to them by the Senior Leadership Team (SLT), and through Monitoring Visits in the context of an understanding of what happens in the school.

It is also important to Ofsted that the Governing Board makes an impact on school improvement and visiting school to see it in operation, and to be aware of standards and progress are important aspects of this crucial role.

Governors are not qualified to assess standards, but they need to visit classrooms while lessons are in progress in order to:

- Appreciate and understand the work of the staff (teachers and support staff) and how the pupils are learning;
- Be aware of the response of pupils to their work and check that the pupils are aware of what they are learning;
- Be aware of resource issues;
- Be able to ask appropriate questions and hold sensible discussions with the professionals;
- Understand as fully as possible the meaning of the results of monitoring reported to them.

N.B. Governors are not inspectors and are not present in a lesson to make judgements about the professional expertise of the teachers. That remains a task for the head and/or other education professionals. It would be inappropriate, therefore, for governors to:

- Make judgements about the quality of teaching;
- Report on the progress of individual children;
- Pursue personal agendas;
- Monopolize teachers' time;
- Arrive with inflexible pre-conceived ideas.

Confidentiality

Confidentiality should be adhered to regarding all monitoring visits. Observations and comments should be shared with the teacher concerned, and with the headteacher, but not with other staff or with parents. And the approach of a governor should be to ask for explanations of anything not understood, not to make assumptions.

Reports to the Governing Board should not identify individuals in a critical manner: this is not the role of a governor.

Minimum commitment

Individual governors have differing amounts of time to commit to monitoring visits, but it is important that all governors make visits as per the School Monitoring Schedule or in line with their other Link Responsibilities.

Ground rules

It is useful to follow some basic rules in planning visits.

School Visits – an Aide-Memoire

What is the purpose of the visit?

What has prompted my decision to visit?

Who has prompted my decision to visit?

Is the reason specific or general?

What are my/other people's expectations?

How can my visit benefit the teacher?

How shall I carry it out?

What particular areas of the school am I interested in?

What particular activities am I interested in?

What particular age-group(s) am I interested in?

Are there any questions that can be answered by observation?

What questions should I ask?

Who should I ask?

Did I achieve my aim?

To what extent did I address the reason for my visit?

Which of my questions did I answer?

To what extent did I fulfil my own/other people's expectations?

What difficulties did I meet and why?

Is there any follow-up?

Have I recorded my experiences?

Did I 'report back' to the head and staff?

Have I prepared a short report for the next governors' meeting? *This must be sent to the contact teacher / staff member and the headteacher prior to it being submitted to the Governing Board.*

How can I build on this for the next visit?

	Always	Never
Before	Arrange details of visit. Agree purpose of visit Discuss the context of the lesson to be observed. Agree role within the lesson (if appropriate)	Turn up unannounced
During	Keep to the role agreed Keep questions for the class teacher until after the visit is over. Please remember confidentiality Stick to the times and purpose agreed Be sensitive to the mood in the classroom and the expectations of the children.	Assume a different role Walk in with a clipboard Distract the pupils from their task
After	Thank the teacher and the pupils Discuss the visit with the teacher at their convenience Feedback to the Headteacher prior to submitting a report to the governing board	Leave without acknowledgement Break rules of confidentiality

Review

The guidelines should be reviewed by the Governing Board each academic year. We would need to ask:

- Are our visits proving useful?
- Have there been benefits, particularly unexpected benefits, from our visits?

Moorside Primary School and Nursery

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:		