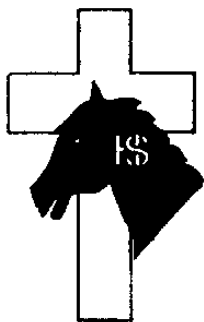


HORSINGTON CHURCH SCHOOL



GOVERNORS VISITS POLICY

PURPOSES

The purpose of classroom visits is for the governors to:

- Improve their knowledge of the school, its ethos, its staff, needs, priorities, strengths and weaknesses
- Monitor progress on implementing the School Development Plan (SDP)
- Assist the governing body in fulfilling its statutory duties
- Build closer relationships with the teachers and pupils

Classroom visits provide an active means of observing, at first hand, teaching principles, techniques and resources whilst seeing pupils learning in the classroom environment. However they are not for assessing individual teachers, individual pupil's performances or indeed to inspect the school.

The main principles are that the process should:

- Be agreed between staff and governors
- Be fit for purpose
 - Involve the minimum of necessary bureaucracy

AIMS

Our aims are to:

- Establish close liaisons between governors and teachers
- Provide opportunities for governors to make decisions from a position of knowledge
- Provide opportunities for teachers to demonstrate resources availability
- Educate governors in the demands of teachers and teachers in the roles and responsibilities of governors
- Provide an insight of teaching and the classroom environment in our school

Our aims are not to:

- Inspect the school, teachers or pupils
- Cause suspicion or mis-trust
- To make judgements on the professional expertise of the teachers
- Pursue personal agendas
- Provide personal comment outside the governing body

PROTOCOL

Before

Agree with the relevant teacher and head teacher:

- The purpose of the visit and questions (related to the School Development Plan (SDP)) to be asked, a date and time for the visit
- Any other information the governor may need
- Arrangements for the governor to discuss with staff how he/she is to be involved in the lesson and for discussion after
- Ensure that the governor is familiar with health and safety procedures including what to do in the event of a fire

Please refer to 'Guidance for governor visits to school' document.

During

- Arrive on time, sign in at the school office and wear a visitor pass
- Introduce yourself to the teacher
- Listen to the teacher and pupils
- Try to keep to the timetable but be prepared to be flexible
- Observe discreetly
- Remember the purpose is to find out, not to inspect
- Ask about what you have observed and any issue about which you are unclear (e.g. the difference your presence may have made)
- At the end of the lesson thank the teacher and pupils

Obviously the presence of a governor in the classroom can be of considerable distraction to both the teacher and pupils. In order to minimise this, the governor should introduce themselves and be ready to be involved in all activities when asked.

After

- Discuss your observations with the teacher and any queries or issues that have arisen
- Sign out at the school office
- Make notes whilst ideas are still fresh in your mind
- Refer any specific concerns to the head teacher for him to deal with as part of day-to-day management
- Complete a Governor visit monitoring report form (attached) and circulate to the teacher/head teacher for their comments
- Email the final copy of the form to the clerk for circulation with the agenda of the next full governors' meeting. Copies of the completed form are made available to the teacher/head teacher.
- Report back to the committee or governing body as appropriate

Any comments made by governors visiting classrooms must not be discussed with persons outside the teaching staff or governing body. Governor visit reports may be circulated in the termly Governors newsletter as appropriate.

Please refer to the Governor visit timetable for details of individual visits.

MONITORING AND REVIEW

The policy is reviewed according to the policy review spreadsheet.

Please refer to 'Policy Review' document.

Date agreed: 28 November 2000

Reviewed: June 2004

Reviewed: November 2008

Reviewed: March 2012

Reviewed: December 2015

GOVERNOR VISIT REPORT

Name of Governor:	
Class visited:	Date of visit:
Agreed purpose of your visit <i>(please agree this with the class teacher before your visit):</i>	
Questions to ask the class teacher:	
Summary of your observations <i>(you need to include here what you observed which shows you've met the purpose of your visit):</i>	
Governor's general comments and suggestions linked to the purpose of your visit:	
Teacher's comments and suggestions:	
Head teacher's comments:	
Signed (Governor): _____	Date: _____
Signed (Teacher): _____	Date: _____
Signed (Head teacher): _____ Date: _____	

Paragraph for inclusion in the Governors newsletter (*if applicable*):