



WEST BUCKLAND  
PRIMARY SCHOOL  
AND NURSERY

# **West Buckland Primary School and Nursery**

## **Governor Visitor Policy**

## **Statement of intent**

Through this policy, West Buckland Primary School & Nursery aims to embed effective procedures concerning governor monitoring visits. Each governor is expected to make at least two visits (either in person or via an online meeting) during the academic year, demonstrating the governing board's role in the strategic management of the school by helping to evaluate and improve practice.

Governor visits inform understanding of the school's practices and procedures, allow opportunities to speak to pupils and teachers, enable the identification of resource needs, and allow governors to see the SDP in action.

For staff, governor visits allow staff the chance to find out more about governors, provide an opportunity to draw attention to issues or questions they wish to raise, and provide an opportunity to reflect upon and discuss current practice.

Governors must:

- Remember to respect school staff and pupils.
- Support the Headteacher.
- Acknowledge that they represent the full governing board.

By following the agreed principles and procedures, governor visits will be pleasant, purposeful, and will significantly contribute towards school improvement.

## **1. Legal framework**

1.1. This policy has due regard to all relevant legislation and guidance, including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- DfE (2020) 'Governance handbook'
- DfE (2014) 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013'

The policy operates in accordance with the relevant school documents, including, but not limited to:

- Local Governing Board meeting plan
- The Schools calendar of monitoring
- Governor Visit Proforma

## **2. Roles and responsibilities**

2.1. Governors are responsible for:

- Meeting their target of two visits per academic year.
- Understanding the needs of staff members through discussions with the link staff member per academic year.
- Reporting their observations to the full governing board during a full governing board meeting.
- Familiarising themselves with this policy as part of their induction programme.

- 2.2. The Headteacher is responsible for:
- Facilitating governor visits.
  - Discussing completed visits with governors, prior to a report being made to the full governing board.

2.3. A number of governors are linked to particular subjects or areas of the school's provision. These links are as follows:

Safeguarding	Jan Wingfield
SEND	Kerry Palmer-Roberts
Health and Safety	Jan Wingfield
Nursery	David Lucas
Pupil Premium	Jan Wingfield
English	Naomi Blatchly
Maths	Jan Wingfield
Curriculum	Jan Wingfield
Wellbeing	Naomi Blatchly

### 3. Annual schedule

- 3.1. The annual schedule of visits is dependent upon the School Development Plan and will change accordingly when the SDP is reviewed.
- 3.2. Governor visits are not a form of inspection, and governors will not make judgements concerning teaching or other areas of school provision in any official capacity.
- 3.3. Governors will avoid visiting classrooms where their own children are present.
- 3.4. Governors will not pursue personal agendas during visits.
- 3.5. Governors will remain flexible and understand that the school must make pupils' education the priority, and that this may sometimes lead to the rearranging of visits.
- 3.6. Governors will never visit the school unannounced.
- 3.7. Visits are not an opportunity for governors to check on individual children or monopolise the time of staff.

#### **4. Preparing for a visit**

4.1. Governors will arrange visits at least one week prior to the date of the proposed visit.

4.2. Before a visit, governors will:

- Agree a clear, purposeful focus for the visit.
- Consider how the area of focus will be identified and observed during the visit.
- Discuss the context of the activities to be observed.
- Agree their role within the activities.
- Refer to their Annual Monitoring Plan to ensure the visit's focus is strategic and in line with the school's priorities for improvement.
- Read the documentation relevant to the focus of the visit, e.g. the school's Behaviour Policy, and prepare relevant questions, where appropriate.

#### **5. During a visit**

5.1. During a visit, governors will:

- Adhere to their agreed role at all times.
- Make sure they do not interfere in the day-to-day running of the school.
- Where visiting activities involve lesson observations, not ask questions, interrupt the teacher or distract pupils during the lesson.
- Spend time in a classroom only when they have provided a clear reason for doing so.
- Adhere to confidentiality agreements.
- Adhere to the agreed times and purpose.
- Be sensitive to the needs of the pupils and the wider school community.

#### **6. After a visit**

6.1. After a visit, governors will:

- Thank the staff, and pupils where appropriate, involved in the visiting activities.
- Discuss the visit with the staff involved in the visiting activity at their convenience.
- Provide feedback regarding the visit to the full governing board.

6.2. After a visit, governors will not:

- Break confidentiality agreements.

#### **7. Providing feedback**

7.1. A time may be agreed between the governor and staff, at the staff member's convenience, to discuss what was observed during the visit.

7.2. During the discussion, governors will adhere to the following framework:

- Ask staff for their views on what happened during the visit
- Present governors' observations
- Provide positive feedback
- Raise any issues
- Ask further questions
- Thank staff for the opportunity

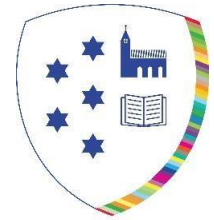
- 7.3. By the end of the discussion, both the governor and staff members will be clear as to what information will be shared with the Headteacher and full governing board.
- 7.4. The Governor Visit Proforma will be completed as soon as possible after the visit.
- 7.5. The Headteacher and governor may discuss the observation prior to the distribution of the information from the proforma.
- 7.6. A copy of the completed proforma will be provided to:
- The Headteacher
  - The subject leader
  - The relevant staff member
  - The Governor File in the school Office
- 7.7. A copy of the report will be circulated to all governors prior to the next governing board meeting.
- 7.8. The LGB will ensure all board members have the opportunity to discuss and ask questions regarding the report and the visit undertaken.

## **8. Monitoring and review**

- 8.1. This policy will be reviewed annually by the Headteacher and the chair of the LGB.
- 8.2. When reviewing the success of the policy, the Headteacher and chair of the LGB will take the following into consideration:
- Has every governor conducted at least two visits during the academic year?
  - Has every governor made links with their allocated subject or area of provision?
  - Has every governor met with the staff members they are linked to?
  - Are visits achieving the desired outcomes?
  - What worked well?
  - What did not work well?
  - Have there been any unexpected benefits?
  - How can practice be improved?
- 8.3. This policy will be reviewed annually and any changes made will be communicated to all governors, staff members and relevant stakeholders.

**WEST BUCKLAND PRIMARY SCHOOL & NURSERY**

**RECORD OF GOVERNOR VISIT**



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PRIMARY SCHOOL  
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Name of Governor:

Date of visit:

Classes/staff visited:

Purpose of visit:

Questions to ask staff:

Questions to ask children:

Summary of activities observed:

What have I learned as a result of my visit:

Aspects I would like clarified or questions resulting from the visit:

Impact on governing body as a result of this visit: