
	<b>Name of School</b>	<b>Corbets Tey School</b>
	<b>Policy Review Date</b>	<b>18<sup>th</sup> November 2020</b>
	<b>Next Review Date</b>	<b>Autumn 2021</b>
	<b>Reviewed by</b>	<b>Governor Name: Julie Lamb</b> <b>Governor Signature:</b> 

## Governor Visits Policy

### Equality Impact Assessment

The school aims to design and implement services, guidance, policies and procedures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. In the development of this policy, the school has considered its impact with regard to equalities legislation.

**School Visits** - as per the DfE Governance handbook October 2020

#### COVID-19 – School visits

Due to coronavirus, if governors wish to visit a school, they should speak with the school leader and work out a pragmatic solution that takes into consideration the school's risk assessment, and how the health and safety of any visitors, alongside staff and pupils, will be protected.

Boards need to know if their school accountability is going to be robust and their vision for the school is going to be achieved. Many boards find that visiting their school(s), particularly during the day, is a helpful way to find out more about the school, its staff and students.

Through pre-arranged visits that have a clear focus, the board can see for themselves whether the school is implementing their policies and improvement plans and how they are working in practice. Visits also provide an opportunity to talk with students, staff and parents to gather their views.

Boards are not inspectors and it is not their role to assess the quality or method of teaching or extent of learning. They are also not school managers and should make sure they do not interfere in the day-to-day running of the school. Both are the role of executive leaders. If boards wish to spend time within a classroom, they need to be very clear why they are doing so.

Refer to page 31 of the Governance handbook October 2020 (3.4.2 School Visits):

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/925104/Governance\\_Handbook\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf)

### **Value of Governor Visits**

1. Observe the range of attitudes, behaviour and achievements of the students.
2. Understand the views and values of the staff and students.
3. Evaluate the resources and the environment of the school.
4. Gain first-hand information to assist policy making and decision taking.
5. Governors know and demonstrate their commitment to the school.
6. Observe the operation of policies.
7. Give active support to the activities of the school.
8. Awareness of changes and different approaches to teaching and learning.
9. Demonstrate being a critical friend of the school
10. Holding the school to account, to include evaluation of progress of students, ensuring implementation by teachers and/or executive leaders of agreed recommendations/strategies/improvement plans and overall evaluation of progress of the school.

### **Value of a Policy on Governor Visits**

1. To set out expectations and achieve consistency.
2. To achieve consistency.
3. To remind Governors as to their role and objectives in, and value of, undertaking school visits.

### **Frequency of Governor Visits**

1. All Governors to make at least one visit each year during school time in addition to governor days and other similar events.

### **Arranging and Planning a Governor Visit**

1. Agree date and time with the Headteacher or Deputy Headteachers
2. Clarify what you will do, items to include:
  - a. Time of arrival.
  - b. Time of departure.
  - c. Who you will see.
  - d. Meet the Head Teacher or Deputy Headteachers at the end of the visit.
3. Remember that you are representing the governing board and are a guest of the school.
4. Remember to respect the professionalism of the teachers.
5. Remember to respect the children and their learning.

### **Recording a Governor Visit**

1. The record should be completed and emailed to the Headteacher within 24 hours of the visit
2. All governors visit records to be stored in the Governors' Visits Folder in the 'Y' Drive.
3. Should it be that a Governor has not conducted a visit within the agreed time frame, a written submission by the Governor should be made to advise the Senior Leadership Team as to why they were unable to comply with the Governors Visits Policy.

### **Conclusions**

1. Be supportive of the Headteacher and all staff.
2. Be calm.
3. Ask questions: What? Why? How? Where?
4. Beware of giving opinions.
5. Acknowledge that you represent the full governing board.
6. As an individual governor you are a guest of the school.

**Record of Governor Lesson Visits**

Name of Governor \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Teacher: \_\_\_\_\_ Subject \_\_\_\_\_  
Purpose of Visit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Lesson Observations**

Staff to Student Ratio: \_\_\_\_\_

Lesson Objectives: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did most students seem aware/were students made aware of the lesson objectives? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was there any evidence of building on previous knowledge and how was the demonstrated? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were students mainly attentive and enthusiastic? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did students show respect for other students and staff? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there high expectations? (i.e. behaviours dealt with, individual one to one learning with complex learners) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did students seem proud of their work? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed and dated: \_\_\_\_\_

<b>Corbets Tey School</b> <b>Record of Governor General Visit</b>
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Name of Governor (s)	Ofsted Domain	Date Of Visit

**Key Questions and General Observations:** \_\_\_\_\_

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Links with Policies or School Development Plan:	Signatures
_____ _____ _____ _____ _____	Attending Governors: 1. _____ 2. _____ 3. _____ HT/DHT. _____