
	<b>Name of School</b>	<b>Corbets Tey School</b>
	<b>Policy Review Date</b>	<b>Spring Term 2022</b>
	<b>Next Review Date</b>	<b>Spring Term 2023</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, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

### School Visits - as per the DfE Governance Handbook October 2020

Governing 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 school leaders. If boards wish to spend time within a classroom, they need to be very clear why they are doing so.

### 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 strategic decision making.
5. Governors know and demonstrate their commitment to the school.
6. Observe the operation of policies.
7. Give strategic 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
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 students and their learning.

### **Recording a Governor Visit**

1. The record should be completed and submitted on a [Google Form](#) within 24 hours of the visit
2. All governors visit records to be stored on Googel 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.

### **COVID-19**

Arrangements for Governors visits may be affected by Government restrictions because of the COVID pandemic.

## Record of Governor Lesson Visits

<b>Name of Governor</b>		<b>Date</b>		<b>Time</b>	
<b>Teacher</b>		<b>Class</b>			
<b>Purpose of Visit</b>					

**What were the staffing arrangements in the class?**


**What were the 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?**


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


**Did students show respect for other students and staff?**


**Did students seem proud of their work?**


**Other Comments:**


<p><b>Corbets Tey School</b>  <b>Record of Governor General Visit</b></p>
-------------------------------------------------------------------------------

Name of Governor (s)	Ofsted Domain	Date Of Visit

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Links with Policies or School Development Plan:	Signatures of Attending Governors	
	Governor 1	
	Governor 1	
	Governor 1	
	Governor 1	
	HT/DHT	