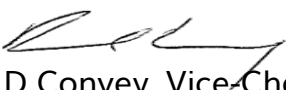


September
2018

Governor Visits and Monitoring Policy

Approved by Governors:	5 th February 2019
Signed	 Mr D Convey, Vice Chair
For review:	September 2020

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

BALDWINS GATE CE (VC) PRIMARY SCHOOL

Governor Visits and Monitoring Policy

Introduction

Partnerships are important and valued at Baldwins Gate Primary School. Governors and the school community work in partnership to:

- Ensure the school has a Christian ethos at its heart
- Promote the values of the school
- Ensure children make personal and academic progress
- Promote a sense of community
- Ensure protocols and policies are upheld and that policies reflect the school's ethos and values
- Ensure financial accountability and planning.

Governors shape the values and ethos of the school and ensure that these are reflected throughout the school.

This document outlines the protocols and practice for visits to school.

Governor visits to school

Context

Individual governors do not have an automatic right to enter the school whenever they wish. However, they need to be able to visit from time to time to develop their understanding of the school. These visits enable them to fulfil their statutory responsibility for the conduct of the school (ie Monitoring). Governors should arrange their visits with the Link member of staff and Headteacher and have an agreed date and time for the visit.

The governing body should plan visits to cover a wide range of school work and each visit should have a clear purpose. Governor visits do not replace professional inspection or the monitoring and evaluation carried out by the Headteacher.

Purpose of the visit

Visits are undertaken to:

- improve governing body knowledge of the school and the people that work in it
- assist the governing body in monitoring the implementation of the school development plan
- assist a governor to fulfil a specialist governor role such as SEN
- assist the governing body in fulfilling its statutory duties

- assist the governing body in making informed decisions

Governors should not pursue any personal agendas or arrive with inflexible preconceived ideas and remain mindful that educational ideas change over time and practice viewed may not have any resemblance to their own experiences of school. Governors do not to make any judgements about pupil's work, behaviour, any teacher's classroom practice or issues relating to the day to day running of the school. Those are the responsibility of the Headteacher. If a governor is unsure of what they have seen then they should make an appointment to discuss this later with the Headteacher.

Any concerns relating to Safeguarding or Child Protection issues MUST be reported to the Headteacher before leaving the building.

Planning the visit

Visits should be undertaken only as part of a strategic programme formally organised by the governing body or one of its committees and with approval of the Headteacher. The Headteacher must be kept informed of the planned visit.

If the visit is to involve any member of staff, then that member of staff must be fully involved in the planning through the appropriate member of the leadership group. The governor(s) making the visit should make themselves fully acquainted with health and safety procedures, including fire safety, prior to making the visit.

During the visit

Governors will at all times report to reception upon arrival and follow the procedure for visitors in order to provide a good example for other visitors. If possible the governor will wear their ID badge.

If visiting a classroom, the governor must arrive at the time planned to avoid disrupting the learning process, and follow the agreed purpose of the visit.

Act as an observer and only participate in the class at the invitation of the teacher. Respect the professionalism of the teacher, supporting but not interfering.

Governors must be aware that some teachers may feel nervous or stressful about having a visitor in the classroom. At the end of the visit thank everyone concerned including the children.

Governors are asked to be aware of their behaviour and avoid any implication that they are inspecting – the purpose of all visits is to raise governor awareness.

Following the visit

After visiting the school the governor(s) should:

- give some time and thought to reflection
- write a note of thanks to all staff visited
- complete a visit report outlining the purpose and results of the visit and return it to the nominated member of staff within seven days of the visit being carried out, (the visit report will be shared with all appropriate staff involved)
- raise any concerns sensitively with the Headteacher
- consider what went well and what did not go so well with respect to your involvement in the visit and share these with the governors so that we can all benefit and refine our process
- report to the designated full Governing Body or relevant committee meeting as detailed in Appendix 4

Types of monitoring which may be undertaken

Learning Walk

An accompanied visit by the governor/s around the school to look at specific aspects of school life eg display; day to day running of the school; in class behaviour and routine; routines and behaviour during lunch or break times. NB although governors are encouraged to interact positively with pupils governors do not intervene in behaviour management etc.

Classroom visit

A focused visit looking at how teaching and learning are organised or take place within specific subject area. These may involve several classrooms over time eg Literacy across Key Stages. NB Governor's do NOT judge the quality of teaching or learning.

A Book Trawl

An opportunity to discuss with a subject coordinator examples of pupils work and see the developmental planning of a subject area; how different learning needs are catered for; how work is assessed.

Interviews

- a) With pupils asking about their learning, ie what and how they are learning that term, NOT whose lessons they prefer.
- b) With the School Council re their role in school
- c) With Subject Specialists in order to understand that curriculum area more clearly and how the school tackles the teaching to meet all needs.

- d) With the Headteacher re specific aspects of school life eg Staff Performance Management; RaiseonLine outcomes; optimum deployment of staff.

Related Documentation

Appendix 1 – Notes for governor report form

Appendix 2 – Protocol for visits

Appendix 3 – Report form

Appendix 4 – Governor Monitoring Visits timetable

Appendix 1:
Notes for governor report

Before the visit, prepare notes covering these points

- Purpose of the visit. The purpose as previously agreed with the governing body and the Headteacher
- Links with the School Development Plan. How does the visit relate to a priority in the SDP?
- Comments on the focus of the visit
- Any key issues arising for the governing body in relation to the focus of the SDP
- Action following governing body meeting. Make a record of any action agreed by the governing body with regard to this visit

Appendix 2:
Protocol for visits

Governors visit their school to enhance their understanding of the school's work and to help fulfil their responsibilities of monitoring and evaluating the school.

We have an agreed schedule of governors' visits to the school, reflecting the priorities in the school development plan and the specific interests and responsibilities of governors.

The governing body will keep a file of visit reports (lodged within school).

Governors will respect the confidentiality inherent within their role and visits will not be discussed outside the governing body remit.

Appendix 3:
Report form

Baldwins Gate CE (VC) Primary School GOVERNOR MONITORING REPORT	
Name of Governor:	
Focus of visit:	
Date of visit:	
Staff involved:	
Governor's comments: ie What I learned as a result of my visit	
Positive comments about the focus	
Aspects I would like clarified	
Any other comments	
Headteacher's comments:	
Signed:	
Governor Date:
Class Teacher Date:
Headteacher Date:

Please ensure the completed proformas is returned to school within 7 days.

Appendix 4 A sample monitoring schedule – these are agreed termly at governor meetings to reflect the School Development Plan.

<i>Focus</i>	<i>Monitoring method/s</i>
Autumn Term	
Raiseonline/deployment of staff/focus for school improvement arising	<i>Interview with Headteacher SDP plan</i>
<i>Stakeholders perception</i>	<i>Report at full governor's meeting of stakeholder's questionnaire issued Summer Term</i>
<i>Teacher Performance Management</i>	<i>Interview with Headteacher</i>
<i>After half term:-</i>	
<i>Pupil understanding of their Learning</i>	<i>Interview preselected pupils about what they are learning.</i>
<i>Core Subject review Maths/English</i>	<i>Meeting with subject specialist teachers;</i>
<i>Behaviour Audit – focus lunchtime</i>	<i>Observation during lunchtime in hall and on playground focus on how staff manage this time and deal professionally with pupil need.</i>
<i>Attendance</i>	<i>Report given at full governors' meeting</i>
<i>SDP review</i>	<i>Report given at full governors meeting</i>
Spring Term	
Support Staff Performance Management	Interview with Headteacher
Headteacher's performance management	Chair to report to full governing body
Daily routine of school – awareness raising	Learning Walk
SEN review	Verbal Report to full governing body
Subject review:- Science	Meeting with subject specialist teachers
Subject review – Core subjects – Maths and English	Book trawl
Early Years review	Meeting with EYs team and in class observation
Classroom routine awareness – link to foundation subjects	In class observation across school by designated governors
<i>After half term:-</i>	
Subject review:- DT	Meeting with subject specialist teachers
Pupil understanding of their learning	Interview preselected pupils about what they are learning.
Whole school behaviour review	Proforma recording behaviour across school on specific date – analysis by governor and staff member to report back to full governing body
Attendance	Report at full governing body
SDP review	Report at full governing body
Safeguarding	
Summer Term	
<i>Role of School Council</i>	<i>Interview of school council members by governors</i>
<i>Overview of pupil progress</i>	<i>Report at full governing body Implications for CPD/changes for year ahead.</i>