



# BRECKON HILL PRIMARY SCHOOL

## Governor Visit Policy

Signed by:



Headteacher



Chair of  
governors

Reviewed Autumn 21

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## Statement of intent

“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.”  
– DfE (2017) ‘Governance handbook’.

Through this policy, **Breckon Hill Primary School** aims to embed effective procedures concerning governor monitoring visits.

Governor visits inform understanding, allow opportunities to speak to pupils and teachers, enable the identification of resource needs, and allow governors to see the School Development Plan in action.

For teaching staff, governor visits allow teaching 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 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 body.

By following the agreed principles and procedures, governor visits will be an enjoyable experience for all involved, and will significantly contribute towards school improvement.

## 1. Legal framework

- 1.1. This policy has due regard to statutory guidance, including, but not limited to, the following:
  - DfE (2017) 'Governance handbook'
  - DfE (2014) 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013'

## 2. Roles and responsibilities

- 2.1. **Governors** are responsible for:
  - Understanding the needs of the school through meetings and visits.
  - Reporting their visits to the full governing body.
- 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 body.

## 3. Etiquette

- 3.1. Governor visits are **not** a form of inspection, and governors should not make judgements concerning teaching in any official capacity.
- 3.2. Governors should avoid visiting classrooms where their own children are present.
- 3.3. Governors should avoid the pursuance of personal agendas.
- 3.4. Governors must remain flexible and understand that teaching staff must make pupils' education the priority, and that this may sometimes lead to the rearranging of visits.
- 3.5. Governors must never visit unannounced.
- 3.6. Visits are not an opportunity for governors to check on individual children or monopolise teachers' time.

## 4. Preparing for a visit

- 4.1. Before a visit, governors will:
  - Arrange the visit within good time.
  - Agree the purpose of the visit.

## 5. During a classroom visit

- 5.1. During a visit, governors will:

- Adhere to their agreed role.
- Not ask questions during the lesson.
- Adhere to confidentiality agreements.
- Adhere to the agreed times and purpose.
- Be sensitive to the needs of the pupils.

5.2. During a visit, governors will not:

- Assume a role different to that which has been agreed.
- Interrupt the teacher.
- Distract pupils.

## 6. Monitoring and review

6.1. This policy will be reviewed **annually** by the **headteacher** and the **chair of the governing body**.

6.2. When reviewing the success of the policy, the headteacher and chair of the governing body will take the following into consideration:

- 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?

6.3. Any changes made to the policy will be communicated to all governors.

6.4. All governors are required to familiarise themselves with this policy as part of their induction programme.

## Appendix a) Governor Visit Proforma

Name of governor:	
Date of visit:	
Class visited:	
Teacher observed:	
Summary of activities:	
Links to the School Development Plan:	
What I learned during my visit:	
Positive comments about the observation:	
Aspects to clarify/questions I have:	

Issues for the governing body to consider:

Evidence observed concerning equal opportunities:

Ideas for future visits:

Comments:

Signed (governor):

Signed (headteacher):