

OUR LADY OF LOURDES POLICY AND PROCEDURES GUIDE

Subject: Governor Visits Policy

Issue Date: 01.11.2016

Review Date: 01.11.2019

Status: NON STATUTORY POLICY

To be reviewed: FGB to determine.

To be ratified by: Chair of Governors

Mission Statement

At Our Lady of Lourdes Primary School we learn to live and love like Jesus, to help one another and treat everyone with kindness, respect and understanding in a safe and caring environment.

God is always with us.

Through our programme of individual governor visits we aim to:-

- Improve governor knowledge of the ethos of the school and awareness of the work on the curriculum
- Assist the whole governing body to fulfil its statutory role.
- Improve governor understanding of the needs of the school and the priorities for the future School Improvement Plan.
- Monitor and evaluate the current School Improvement Plan especially in relation to curricular issues
- Improve governor links with staff, pupils and parent.
- Help governors to be better able to support the school community.
- To highlight the needs for particular resources.

Timetable of visits

- If possible, all governors to visit once a year during the working day, either for a whole or half day. In order to ensure an even balance of visits, one governor a month will undertake a visit to the school. The timetable will be established, in consultation with the Head/Deputy Head on an annual basis at the autumn full governors' meeting.
- All new governors are offered an introductory half-day visit soon after their appointment to the governing body as part of their introductory programme.
- Governors are welcome to visit the school for occasions such as assemblies, concerts, Masses, liturgies.
- Specific invitations are sent for some other occasions.
- Additional visits to meet with the Head, Deputy or a curriculum leader, outside the annual day visit, can also be made by appointment. These should be kept to *one such visit per term to meet one of the above* and should be no longer than of one hour in length. This may also include attendance at an occasional, specific, INSET session, at the invitation of the school.
- Governors receive copies of parents' newsletters which contain notice of events and are welcome to attend these.

Focus of Visits

- Visits will focus on aspects of the School Improvement Plan and on carrying out the work of the governing body e.g.; SEN, Health and safety, subject governor roles.
- The visits could have particular emphasis on one or two year groups, or on one major aspect of delivery of the curriculum.

What governor visits are **NOT** about:

- Making a judgement about the quality of teaching and learning or operational management
- Observing and/or checking the progress of one's own child(ren)
- Observing and/or checking the progress of other children at the request of their parents
- Pursuing personal agendas

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- Monopolising teachers time
- Arriving with inflexible preconceived ideas
- Interrupting, giving ideas or suggestions during teaching time

Format for visits

The Headteacher will coordinate all governor visits and as such, will arrange a visit with the appropriate teachers and agree the aim of the visit and arrangements for it in advance. Governors should, at all times, be aware of the confidentiality of what they see and hear. Governors should be discreet so as not to disrupt the lesson in progress. Most visits take place in the classroom and staff will have been consulted about the date and purpose of the visit. This will have enabled them to prepare any information related to the focus of the visit and to set up a programme for the governor. This might include:

- Informal observations of children at work
- Opportunities to speak with children on their work in progress
- Opportunities for observing displays of work in the classroom which show progress over time
- Opportunities for pupils to demonstrate work to governors

Debrief

The Governor will be offered the opportunity of an "end-of-day" meeting with the Headteacher or curriculum leader to review the focus of the visit and clarify any queries.

Follow up

1. The Governor will fill in a report sheet for governing body/staff as appropriate (*as attached Appendix 1*)
2. The Governor will submit the report sheet at the next Full Governing Body meeting/curriculum committee after the visit has taken place.
3. Staff and governors will be invited to give opinions on the effectiveness and success of these visits (*as attached Appendix 2*)
4. Governors and staff agree to review and update the Governor Visits policy every three years.

.....GovernorDate

.....Headteacher.....Date

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Appendix 1: Programme for Governor Visit.

Governor Visit: Programme for the day.

Name of Governor:

Date of visit:

Area of School Improvement Plan (SIP) : (circle)

1. Achievement, Teaching & Learning: a) b) c) d) e) f) g)
2. Leadership: a) b) c) d) e) f) g) h) i)
3. Behaviour & Safety: a) b) c)
4. Financial: a) b)
5. Premises: a) b) c) d) e) f)
6. Stakeholders: a) b)

Generic Programme:

- 8.30am: Meet with Headteacher
- 8.45am: Meet the parents on the gate
- 9.00am: Tour of the school by two pupils
- 9.30am: Class
- 9.50am: Class
- 10.10am: Class
- 10.30am: Visit the playgrounds at break time
- 10.50am: Personal break and reflection
- 11.00am: Discussion time with specific lead members of staff
- 11.55am: Lunchtime- visit playgrounds, dining hall, kitchen talk to lunchtime staff
- 12.30pm: Lunch with the children
- 12.55pm: Staffroom visit
- 1.15pm: Class:
- 1.45pm: Class:
- 2.10pm: Class:
- 2.35pm: Personal reflection time
- 3.00pm: Plenary with Headteacher

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Appendix 2: Governor Visit. Report form for staff & for Governors.

GOVERNORS VISIT REPORT FORM – *To be completed by Governor & submitted to Governing Body Committees*

Name:

Area (responsibility):

Date:

Staff Visited:

Objectives of Visit: *(refer to SIP)*

Brief Notes:

Questions raised:

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GOVERNORS VISIT REPORT FORM -STAFF *To be completed by Governor & submitted to Governing Body Committees*

Name of staff:

Class and subject area observed:

Date:

Governor who visited:

Brief notes/questions/issues/positives:

Signed