

A model visits policy

Introduction

Governors are required to monitor and evaluate the progress that the school is making towards the priorities and targets set out in the school improvement plan. Much of this monitoring is done through the headteacher and other members of staff who report to the governing body and its committees. However, it is also good practice for governors to visit the school during the school day to see at first hand the impact of their policies and plans on the school's performance. A carefully planned visit by a governor can generate evidence that will inform decision-making by the whole governing body or its committees.

Purpose

The purpose of this policy is to provide a framework for governors to make focused visits to schools so that they can build an effective working relationship with the staff and have a better understanding of the context in which they work. Governors will observe policies and plans being implemented on a day-to-day basis, and their findings should help the whole governing body and its committees make well-informed judgments about the progress being made towards the priorities and targets in the school improvement plan. This process will enable the governing body to recognize and celebrate the efforts and successes of pupils and staff and to identify further areas for development. Visits are *not* about making judgments on the quality of teaching; that is the headteacher's responsibility. Nor are they about checking on the progress of individual children or pursuing personal agendas.

Who was consulted?

Staff and pupils contributed to this policy and they will be consulted at least annually on its impact.

Relationship to other policies

The focus of a visit could be on one or more of many of the policies in place in the school, especially assessment, collective worship, pupil discipline, race equality, and teaching and learning.

Role and responsibilities of headteacher, other staff, governors

The governing body will, with the help of the headteacher and staff, organise a schedule of visits throughout the year. The aim will be to achieve a minimum of one visit per governor per year. Visits may be conducted in pairs. The headteacher will guide the governing body on the areas of the curriculum, policies and school improvement plan priorities and targets to be covered each term.

Monitoring and evaluation

Governors' visits will be an agenda item at the termly meeting of the governing body. By reviewing the minutes of meetings when reports of visits were discussed, the governing body will judge the extent to which the information gathered informed the whole governing body's understanding of the progress made towards meeting priorities and targets. Staff governors will feedback from colleagues.