

## St. Mary's School – Governors Visiting Policy

The aim of this policy is to act as a guideline to governors when visiting the school. School visits are one way in which governors are able to show their support and also get an overview of the school and how it operates.

Along with the various committees and general governing body meetings it will enable the governors to understand better the effectiveness of the school and its curriculum.

*Visits should always be undertaken in a spirit of support and encouragement.*

Visits will be divided into **INFORMAL, FOCUS & OTHER**

### **INFORMAL:**

Each governor will be assigned a year group at the first Governing Body meeting of the year.

*As the name suggests these visits are low key and an opportunity to give governors a visible presence in the school and help them foster a link with their own year group and class teacher.*

*Governors are encouraged to try to make at least 2 informal visits per year.*

The Chair of Governors should be notified after each classroom visit.

These visits should be arranged with the class teacher. It is only reasonable to give some notice of your intention to visit, probably 10 – 14 days.

*The structure of these visits, are for the class teacher to decide and may involve the whole class or smaller groups of pupils.*

Governors are encouraged to make known any particular skills or interests they have so that the class teacher may utilise these if he/she wishes when structuring the visit.

### **FOCUS:**

This type of visit will only be undertaken when it is necessary for governors to look at a particular area of school development.

It could be an area of the curriculum or some other aspect of school life e.g. resources for history, structure of numeracy hour, performance management, uniform etc.

*It will always be in line with the School Development Plan and after discussion with the Headteacher and the Senior Leadership Team. The area(s) to be focused on will be outlined by the Headteacher at the first governing body meeting of the year.*

*All governors are encouraged to make themselves available for these visits.*

**OTHER VISITS:**

Governors are always welcome to attend general school events throughout the year e.g. assemblies, class/school masses, sports days etc.

*To make planning for such events easier a clear and concise diary of events will be given to Governors as early in the Autumn Term as possible.*

**FEEDBACK:**

1. **INFORMAL** visits do not require any follow up or feedback other than to thank the classroom teacher and the class visited. Governors might like to give a brief verbal report at the next GB meeting.
2. **FOCUS** visits – feedback will be discussed with the Headteacher and any other school personnel if appropriate at a later date. This will then be reported back at the next governors' meeting.
3. If during any visit a resource problem is apparent the governor is invited to write a note to the Headteacher or one of the Senior Management Team to make this known.
4. In the event that an incident occurs during any type of visit that the visiting governor(s) feels duty bound to report they should arrange a meeting as soon as possible with the Headteacher at which the class teacher is also invited to attend.

**Feedback from any visit should never be given directly to a Governors' Meeting.**