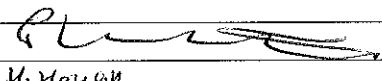
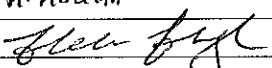


Woodfall Primary School

Governor Visits Policy

January 2013



In Consultation with		
Date Agreed	Name	Position
	P. D. HAWORTH	
January 2013	 H. HOUGHTON	Chair of GOVS
Date for Review:	 Headteacher	Headteacher

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1. Introduction

1.1 The purpose of this policy is to suggest how a visit could be conducted in a way that allows governors and staff to gain the most from the visit. Visits should have a clear purpose and can be used to:

- Observe
- Evaluate resources and environment
- Gather information to assist in decision making
- Support the staff
- Become known by the staff to demonstrate commitment
- Monitor the work of the school

2. Governor Commitment

2.1 The Governors of Woodfall Primary School are assigned to a curriculum area. However, it is recommended that governors be assigned to other areas and make visits accordingly. Staff put in a tremendous amount of time and effort into such activities, and governors should make time to observe and acknowledge their achievements. Some areas/activities which could be considered include:

- An extra curricula activity – eg. Choir, football practice
- Musical and sporting events
- School Council
- Day trips
- Residential Visits
- Assessment of school meals

2.2 Governors should make at least one curriculum visit per school year, regardless of whether their assigned subject is due for review and make every effort to visit another area/aspect of the school. If governors cannot make this commitment, then they should question whether they can make a realistic and valuable contribution to being a governor.

3. Curriculum Visit Guidelines

3.1 What to do before the visit:

- Meet with the Head Teacher or SMT member to discuss your plans and seek approval to proceed
- Meet with the class teacher or other staff member. This is absolutely essential. Recognising tensions, being explicit about purpose and building a trusting relationship are key to ensuring visits are a valuable experience for all concerned.
- Arrange a date, time and duration of visit
- Discuss the purpose
- Find out how(if at all) you should get involved with the lesson
- Discuss whether note taking should be allowed – respect the teacher's decision
- Arrange a convenient time to feed back your observations

- Should be in the form of a one to one discussion no more than one week after the visit
- Get to know more about the subject. Is there any literature you can read? (Strategic plan, Curriculum plan, Ofsted report)

3.2 The visit can take the form of:

- Meeting with staff
- Pupil interview
- Looking at pupils work
- Meeting with selected staff groups
- A tour of school
- An external visit (if focus requires)

3.3 What to do during the visit:

- Dress smart/casual – don't be intimidating
- Do what you agreed in the meeting with the Class teacher
- Get involved (if appropriate)
- When appropriate, ask questions, be courteous, not critical
- Keep an open mind, be flexible and go with the flow
- Make sure that you arrive on time
- On arrival, remember to follow the school's security procedures and wear identification
- Remember that you are there to learn
- Avoid getting drawn in to any discussion on personal or staff grievances

3.4 What to do after the visit:

- Write down your observations as soon as possible
- Don't forget your one to one feedback session with the staff member at the agreed date and time
- Complete the school proforma
- Issue to the staff member and Head within two weeks of the visit. Once agreed it will be passed to Clerk for distribution
- On their report to Governors, be prepared to answer questions at the next Full Governors' Meeting.

ANNEX 1
Woodfall Primary School Governor Visits Schedule 2013

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Type of Governor Visit	SEN: tour of school and termly meetings with SENCO	Safeguarding (spot check: SCR, Policy and procedures etc)			Pupil Premium (tour of school)	Meeting: EYFS	Safeguarding (spot check: SCR, Policy and procedures etc)	Letters and Sounds (tour of school)	Meeting: Literacy	Meeting: Maths	
Who and date											
What	Tour of school led by SMT/Subject leader	Scrutiny of SCR, Signing in book, procedures and policy including site security			Tour of school led by SMT/Subject leader	Meeting after school to discuss policy, action plan, standards, review	Scrutiny of SCR, Signing in book, procedures and policy including site security	Tour of school led by SMT/Subject leader	Meeting after school to discuss policy, action plan, standards, review	Meeting after school to discuss policy, action plan, standards, review	

Woodfall Primary School Governor Visit Report

Visit made by:	On:
Purpose of visit:	
Links with the School Development Plan:	
Observations/comments, including evidence: (factual – not opinions)	
Key issues arising for Governing Body:	
Follow up action:	
Signed: Governor:	Date:
Staff:	Date: