

## **Clewer Green CE Aided First School**

Hatch Lane, Windsor, SL4 3RL Tel: 01753 864544 Email: clewergreen@rbwm.org.uk  
Headteacher: Mr M Tinsley



### **'Inspiring Children'**

Vision: Every child has been blessed by God with unique potential. Our vision for Clewer Green is to inspire and nurture children in a safe, happy and caring Christian community, where everyone is valued and enjoys learning.

***'I can do all things through him who strengthens me'***

***Philippians 4:13***

# **Governor Visits Policy**

**Visits into school are suspending at present due to Covid-19 and will be undertaken remotely where possible for assemblies etc. The Policy will be reviewed at a later date in line with any changes required to ensure Government guidelines are met.**

## **The purpose of this policy**

Governing Boards have a statutory responsibility to promote high standards at their schools and must monitor and evaluate their effectiveness. Through visiting our School, the governors can get to know it better. The governing Board is a corporate Board and every governor should visit the School as a representative of that Board, not as an individual. There must be an effective partnership between governors and staff, based on mutual understanding and trust, which benefits the whole School community. This policy will provide an agreed framework within which governors will plan and carry out School visits.

## **Visit Programme**

The following visit programmes are suggested, but if individual governors can visit more frequently, at the convenience of the SLT and teaching staff, that would be appreciated.

## **Subject Governors** (Literacy, Maths, Science, ICT, RE)

- September/October: 1:1 meeting with the relevant Subject Co-ordinator
- November/December: Lesson Visit
- March/April: 1:1 meeting with the relevant Subject Co-ordinator
- June/July: Lesson Visit
- Governor for RE should also attend at least 1 assembly and 1 Church Service per year

## **SEN Governor**

- 3 1:1 meetings with SENCo spread over the school year

## **Safeguarding Governor**

- Ad hoc but regular communication with HT on safeguarding issues
- February: Annual Safeguarding Review

## **Meeting Guidelines**

- Governors should arrange a mutually convenient date and time to meet the relevant member of staff. For Subject Governors, the initial 1:1 meeting will be to discuss the year ahead and include consideration of the curriculum, planning and anything else the teacher feels the Governing Board should be aware of.
- The Subject Governor should then arrange a mutually convenient date and time to visit lessons via the subject co-ordinator. It would be helpful if, once per year, the visit could be co-ordinated with the Head or Deputy Head's Performance Management observations of the staff.
- Class visits can be for a single lesson (usually around 50 minutes) or for a morning or afternoon session, as required and agreed with the teachers.
- Consideration should be given to the total number of lesson visits that can take place in a given period without disrupting the work of the school
- If necessary, Governors will be offered a Mentor Governor when they assume a subject responsibility to make introductions to the staff and pass on best practice as required.

## **Lesson Visit Guidelines**

- The focus of the visits will be to ensure the governors understand how the curriculum is taught at Clewer Green. They may also be in conjunction with the School Improvement or Development Plans and in line with what has been discussed at the 1:1 meetings.
- Governors visit to learn more about the School and to gather information to inform the governing Board's decision making. It is not our role to judge the quality of teaching: monitoring staff performance is the job of the Head Teacher and the Deputy Head.
- On arrival at the School please sign in and wear your governor lanyard. On arrival in the classroom please be discreet: the teacher will introduce you when ready.
- If possible, we encourage participation rather than observation from the back of the room, however, at a formal lesson observation in the company of the Head or Deputy Head the latter approach may be more appropriate and should be discussed beforehand.
- Remember that you are a representative of all the governors: what you say will be understood by the staff to be the views of the governing Board as a whole.
- Avoid making promises on behalf of the governors but of course offer to take comments, questions or requests from staff and pupils to the next relevant governors' meeting.
- If you plan to take notes during your time in the classroom inform the

teacher beforehand. Aim to keep note-taking to a minimum and ensure that you make a record of your visit as soon as possible afterwards

- If you witness something that concerns you please use your discretion and either approach the teacher or Head Teacher after the lesson.
- There is no specific protocol about parent governors visiting their own child's class as this may be inevitable. However please ensure that all classes are visited as equally as possible.
- Confidentiality is paramount and nothing that is viewed within the classroom should be discussed outside the remit of the Governing Board.
- Be aware of, and adhere to, the School's Safeguarding Policies.
- Before you leave, remember to thank the member of staff for supporting you in your role as a governor. Offer to forward them a copy of the Visit Record Sheet that you will be compiling.

### **Reporting Guidelines**

- Please ensure you make an accurate record of your visit as soon as possible.
- Each visit record should be sent to the Clerk to the Governors who will forward a copy to the Chair of the Staffing and Curriculum Committee. The Chair will then ensure the visits are minuted in future meetings.
- There are standard Record Visit templates attached to this policy for your assistance. Please complete the relevant one electronically and email it to the Clerk. If this is problematic a paper version can be submitted.
- Remember to send a copy to the teacher if requested.

### **Ad hoc School Visits**

All Governors are encouraged to attend ad hoc events throughout the School Year. At these times, even if you are attending on a personal basis as well as representing the governing Board, please ensure that you sign in as a governor, wear your lanyard and make a record of your visit. Some examples of these events are:

Assemblies  
Church services  
School productions  
Sports Day  
Celebration evening  
Fundraising events (e.g. Autumn Fair, Summer BBQ)  
Science Week  
Literacy Week

### **Review of this Policy**

This policy will be reviewed biannually by the Governing Board

Revised July 2020  
Review date July 2022

Date \_\_\_\_\_

Sarah Langley, Chair of Governors

# School Visit Record Sheet

Your name:

Governor role:

Date of visit:

Teacher, Class or Activity visited:

**Purpose of visit:**

**Links with School Improvement Plan, School Development Plan,  
Subject specialism etc.**

**Governor Comments:**

**(i.e. what did you see, what did you learn, how long did the visit last  
etc)**

**School Policies observed in action / Links to British Values**

**Any other information**

**Signed**

**Dated**

**Please send a copy of your Visit Record to the Clerk to the Governors.**

## Class Assembly Record of Visit

**Class/Group leading the assembly:**

**Date and time:**

**Location:**

**Name of Governor attending:**

**Details:**

**Checklist:**

Christian theme	YES/NO
School values / British values	YES/NO
Prayer	YES/NO

**Any further information:**

**Signed:**

**Date:**

## Collective Worship Record of Visit

**Assembly Leader(s):**

**Date and time:**

**Location:**

**Name of Governor attending:**

**Theme and Details:**

**Checklist:**

Lighting of candle	YES/NO
Christian theme	YES/NO
School value(s) represented	YES/NO
Participation of the children	YES/NO
Prayers and/or Reflection	YES/NO

**Additional Information:**

**Signed:**

**Date:**