



Governor Visiting & Monitoring Policy

Version 3.0	Updated to reflect: - revised safeguarding monitoring responsibilities - expectations of reporting
Written by:	Clive Jeffries
Reviewed:	
Adopted by LGB:	
Next review due by:	July 2025

DOCUMENT HISTORY

VERSION	DATE	REVISION
	Nov 2007	Governor Visits policy
1.0	Oct 2009	First version as Governor Visits and Review policy – local policy review added
	Oct 2010	Policy reviewed and retained
1.1	March 2017	Updating as Governor Visits policy
1.2	Sept 2021	Minor revision
2.0	July 2022	Full revision; inclusion of broader monitoring approach
3.0	October 2022	Addition on monitoring with subject leaders/SLT

CURRENT VERSION 3.0

Written by: Clive Jeffries

Last reviewed: 18.09.2022

Next review due: July 2025 (or earlier to reflect updated practice or developments)

Related Documents:

See hyperlinked policies below.

- Governor Remit Descriptions
- Designated governor responsibilities

Approved/Ratified



1 AIM & SCOPE OF POLICY

1.1 AIM

This policy covers monitoring including visits to the school undertaken, as part of their responsibilities, by members of the Local Governing Body. Each governor has a set of defined responsibilities, setting out expectations and tasks for each responsibility area.

The aim of this policy is to provide a framework for governor visits and monitoring and to ensure they are conducted in an appropriate, beneficial way. This framework has the following objectives:

- Ensure that monitoring is conducted consistently and professionally
- Enable all participants to make the most effective use of visits
- Make the approach taken by governors visible and open
- Design visits and reviews capable of contributing to school improvement including gathering evidence for school evaluation
- Ensure the monitoring process contributes to the ethos and performance of the School.

1.2 SCOPE

The policy covers all monitoring activities including visits. These include but are not limited to:

- Meetings with Senior Leaders, Year Heads, Subject Coordinators, staff with specific responsibilities. These may be in person or remote.
- Classroom visits, accompanied learning walks, discussion with pupils
- Work scrutiny
- Visits to assemblies, performances, activities and events.

Other monitoring activities will include:

- Data analysis and comparison
- Policy review
- Benchmarking against national indicators, other schools and best practice standards.

A 'monitoring visit' is an additional activity, over and above the established Local Governing Body meeting programme and will have a set purpose or objective.

In addition, the Head and Chair of Governors will meet regularly with their agenda determined by the needs of the school, Head and LGB.



2 PURPOSE OF MONITORING VISITS

Visits and remote conferencing sessions are undertaken as part of a continuous programme to:

- improve Governor knowledge of the schools, their staff, needs, priorities, strengths and weaknesses
- monitor and assess the priorities as outlined in the development and improvement plans, subject policies and other documents
- assist the Governing Body in fulfilling its duties as set out in the DEMAT Terms of Reference and Scheme of Delegation
- strengthen the relationship between staff and governors

The approach is intended to provide benefits for all involved with a firm goal of making improvements for pupils.

Visits are NOT:

- a form of inspection
- a means of judging an individual teacher, subject area or year group
- part of the day-to-day operational management of the School by the Head.

3 APPROACH AND PROCESS

The approach to be followed assumes governors and staff will work together with a shared goal of delivering the school's vision and improving school performance and provision.

3.1 BEFORE

All monitoring will follow the following protocol. Governors will:

- Define a clear purpose or objective for the activity
- Flag activity in Monitoring section of LGB agenda wherever possible
- Agree details of the visit or activity and purpose with Head and the exact timing with the member of staff responsible, ensuring Head, Clerk and Chair are informed
- Consider whether an in-person visit is necessary or whether the same objectives can be achieved by alternative methods
- Ensure a focus on monitoring the monitoring activities performed by senior and subject leadership staff



- If a visit is deemed necessary, it must be agreed with Head and any risk assessment undertaken before proceeding
- Respond to any request by the Head to delay or modify a monitoring activity because of any operational issues
- Where necessary, discuss in advance with Head and Chair (depending on circumstances) if there are known sensitivities
- Gather and read in advance any relevant information. If additional data or information is required allow sufficient time for this to be provided
- Refer to previous reports and identify any continuing themes
- Plan with staff activities needed within visit where there is a need to visit classes or talk to pupils.

3.2 DURING

Governors will:

- Sign in Governor Visit book for all in person visits
- Adhere to all policies for visitors including use of phones
- Have a clear focus rather than a general overview (although occasionally this will be appropriate) and share your focus with the staff concerned
- Where appropriate use the monitoring forms as a prompt – share with staff involved - Appendix 1
- For curriculum visits use selected questions from the Curriculum Monitoring - Appendix 2
- Cover any safeguarding issues within own area of responsibility – Appendix 3. In addition to those falling within the main safeguarding remit safeguarding questions fall within the following areas of responsibility:
 - Curriculum
 - PHSE/RSE
 - Extra-curricular
 - Trip and visits
 - Behaviour
 - Premises
 - Health and safety
 - SEND
- Question but explain why you are following a line of questions. Avoid leading questions.



- Provide feedback, as appropriate, to staff involved. Summarise your understanding.
- Explain suggested next steps.

3.3 AFTER

Governors will:

- Raise any concerns immediately with Head, notifying Chair
- Use data, guidelines and other information to evaluate what you have learned
- Prepare a report using the monitoring report template. Where the activity is very specific or short discussion, it can be appropriate to use a meeting note rather than the full monitoring form. See table in section 3.4
- Where an activity is part of a regular sequence and based on existing documentation it may be appropriate to provide a verbal report to the LGB meeting to provide a minuted record. Governors should check with Chair or Clerk if there are queries about the report format. See table in section 3.4.
- Where appropriate, send draft report to staff member and Head to check accuracy; copy to Chair
- Submit report to Clerk specifying at what meeting this will be presented
- Alert any other governor with a related responsibility wherever this is useful.

Note the Clerk in conjunction with Chair may timetable discussion to fit with other governor monitoring. However, the report will be posted on Governor Hub immediately and questions will be invited via the discussion facility.

3.4 EXPECTATIONS

Governors and staff will:

- work together, seeing governor monitoring as one of the school's main improvement processes
- recognise that governors are lay people, with different areas of expertise, who contribute voluntarily within their own capabilities and time availability
- maintain appropriate continuing communication and professional dialogue between visits
- observe confidentiality.

Governors will:

- plan and monitor own responsibility areas in line with the Remit Descriptions
- agree visit purpose, method and timing with the Head



- will report on their monitoring plans via LGB via agenda items
- present a written report of all visits, although where there are several linked visits over a short time period these may be aggregated in one report
- maintain an appropriate level of knowledge of developments in responsibility areas
- wherever appropriate, work as small teams covering related issues or themes
- take account of staff workload and availability
- follow all school safeguarding and safety requirements
- recognise constraints, variations in cohorts and other factors affecting performance of groups.

General Monitoring Expectations

Below are some basic expectations for governor monitoring. They are designed to establish a consistent level of activity and help governors manage their workload. Some areas e.g. safeguarding will require additional activities and reporting.

MONITORING AREA	EXPECTATIONS	REPORTING
KEY FOCUS	Establish contact with equivalent member of staff usually Head or other SLT in first part of Autumn term – maintain contact throughout year. Read policies and background information from other sources relevant to area. Agree monitoring activities with Head/ member of staff including observation and evidence gathering of senior leadership monitoring.	Verbal report to LGB re ongoing monitoring Written report post Governor Day in School or in Summer term. Written report on monitoring form where significant issues raised and formal record needed.
SPECIFIC ISSUES		
SUBJECT	Establish contact with subject leader in Autumn term – maintain contact throughout year. Agree monitoring activities with subject leader. Where possible, governor to accompany subject leader during monitoring activities on at least one occasion over school year.	



	Read curriculum policies and background information. Understand and probe subject assessment data as available	
PLAN: 1 year ADP	Consider in additional depth the allocated objective – discuss with Head if required.	Provide short written report of any formal discussion.
PLAN: 3-year strategy	Maintain watching brief as the year develops. When monitoring any other designated area check ADP and 3-year strategy to assess progress of that monitoring area.	Lead on question on allocated priority at LGB meeting.
YEAR GROUP	One governor to meet year team on a termly basis Understand and probe year group assessment data Visit classes and look at work at least once in year	Verbal report to LGB Written report on monitoring form where significant issues raised.

The Head will:

- try to accommodate governor monitoring requests, suggesting alternative timings or methods if it is felt that the initial request was disproportionately difficult to accommodate or inappropriate in any way.
- provide governors with data, background information and policies to assist the monitoring activity.

Staff will:

- facilitate governor monitoring making available necessary data and work as needed
- update linked governors on key developments and opportunity for monitoring visits.

4 GOVERNOR DAY IN SCHOOL

In the Spring term of each school year, the LGB will hold a monitoring day in school. The session is designed as a midpoint view of the school and sets an agenda for monitoring for the remainder of the school year. The format is:

- a complete day in school which all governors are asked to attend
- each governor undertakes a series of meetings, observations and work scrutiny



activities. Whilst these are determined by staff availability and governor priorities they typically include:

- meetings with subject leaders
- accompanying subject or senior leaders during monitoring activities
- governor – year group meetings
- data review
- observation of collective worship
- work scrutiny
- meetings with groups of staff e.g. teaching assistants
- meetings with Head and specialist staff on specific issues e.g. SEND, safeguarding
- facilities visit
- school lunch

A written report is prepared for each item covered. These will be presented to the subsequent LGB meetings.

At the end of the day in school, governors provide a brief verbal report to flag any issues of concern and to contribute to an immediate collective view.

5 OTHER MONITORING MEETINGS

DEMAT routinely invites LGB Chairs to join termly school performance and some other meetings. If the Chair is unable to attend, the Vice Chair or another governor will be invited to join the session.

6 POLICY REVIEW

The policy will be reviewed within 3 years of the date of approval.