

# OAKDENE PRIMARY SCHOOL

## GOVERNOR VISITS POLICY



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Document History	
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## GOVERNOR VISITS POLICY

### The purpose of this policy.

Governing Bodies have a statutory responsibility to promote high standards and must monitor and evaluate their effectiveness. The governing body is a corporate body and every governor should visit the School as a representative of that body, 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.

Governors should bear in mind the three core functions of the governing body as set out in the Department for Education (DfE) Governance Handbook:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent.

### Visit Programme.

All formal visits should have a clear focus and be linked to the priorities in the Sustained School Improvement Plan; be part of the self-evaluation process; and be an opportunity to see policies in action.

Visits must be arranged beforehand with the Executive Headteacher to agree a mutually convenient date and time.

### Checklist:

- Be very clear about the purpose of the visit and what, as a governor, you want to get from it.
- Arrange the visit well in advance and ensure all those you are meeting know that you are coming and the purpose.
- If you go into class think carefully about what you say and do during the lesson. Remember you are a representative of all the governors; what you say will be understood by the staff to be the views of the governing **body** as a whole.
- Avoid making promises on behalf of the governing body but of course offer to take comments, questions or requests from staff and pupils to the next relevant governors' meeting.

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- Confidentiality is paramount and **NOTHING** that is viewed within the school or classroom should be discussed outside the remit of the Governing Body. If you see/hear something that concerns you please approach the Executive Head Teacher after the lesson/visit.
- Visits are **NOT** a form of inspection to make judgements about the professional expertise of staff but are to increase governor's understanding of the teaching and learning process.
- Be aware of, and adhere to, the School's Child Protection Policy.
- Don't forget to thank children/staff for supporting you in your role as a governor.
- Please ensure that you make an accurate record of your visit on the agreed pro form as soon as possible and send it to the Executive Head Teacher in the first instance. This will then be shared by the Executive Head Teacher with the appropriate staff and tabled at the next scheduled Governing Body Meeting.

### **Informal School Visits.**

All Governors are encouraged to attend ad hoc events throughout the School Year. It is important that the Governing Body maintains a high profile with the school and the local community. This ensures that staff, children and parents feel supported by the Governing Body.

### Governor Visits during the Pandemic. (Covid 19)

If school is open to Governors during a Pandemic then all visits must adhere to the current Risk Assessment in place and have the approval of the Executive Head Teacher.

If an onsite visit is possible then Governors must adhere to carrying out their monitoring whilst working safely within the prescribed [guidance](#).

### *Carrying out visits remotely during COVID-19*

It is important that governors continue with their monitoring duties even if they cannot visit the school in person. Governors must be clear on the purpose of their virtual visit/monitoring and ensure it is planned with the approval of the Executive Head Teacher. Governors could:

- Ask to have paperwork shared with them over a video call or by email (depending on GDPR requirements)
- Check if the documents they want to see are available on the school's website
- Arrange meetings with members of staff over the phone or using video call software

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- Ask the school to film a learning walk to watch at home or see if the school will take them on a walk using video call software. Ensure that school has permission to film/send videos.
- Do not ask staff to do anything that will go against their COVID risk assessment e.g., crossing bubbles.
- Arrange a group video call with pupils
- Ask the school to scan / take photos of pupils' work to share with them
- Ask for a login to see the school's remote learning platform or have a member of staff run them through it.

### **Governing Body Meetings.**

If it is possible for Governors to attend school in person for a Governing Body Meeting then the format could follow that used for 'Beginning the Cycle' meeting in September 2020.

- Governors met in the car park and the Executive Head Teacher invited them into the school and ensure everyone sanitized their hands.
- Governors then followed the one-way system to the designated room which had been fully sanitized.
- Governors sat at separate tables (at least two metres apart).
- Governors had been sent the relevant papers electronically so that paper copies did not need to be handled.
- The Clerk joined the meeting virtually.

### **Virtual Governing Body Meetings**

- The Virtual Governing Body Meetings Policy sets out the necessary guidance in detail.

### **Review**

The views of the staff about governor presence within the school will be sought as part of the annual review process. The governing body will also consider if the visit programme, over an academic year, is contributing to the information that the governing body has about progress towards priorities and targets identified in the Sustained School Improvement Plan.