

# **St Nicholas School**

# **Governor Monitoring**

# **Visits**

This pack provides all the information that you need to prepare yourself for undertaking Governor Monitoring visits for your individual Monitoring areas.

Please do take the time to familiarise yourself with the contents before each Monitoring visit, and use the formats provided inside for recording the outcomes of each visit.

The pack will be regularly reviewed and updated as required.

September 2017

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## **SUMMARY OF HOW TO CONDUCT A GOVERNOR VISIT**

### **Before the Visit:**

**1. Read the policy / SDP and decide the focus of the visit.**

What is being monitored? For example, is it a specific area of monitoring by an individual Governor, such as Health & Safety or simply an occasion to improve knowledge of the school and the people and processes within.

**2. Email the Headteacher to request a visit.**

Copy in the Governor responsible for monitoring Governor visits (Vanessa Oakes)

**3. Once permission is received from the Headteacher, contact the relevant member of staff.**

Ask their permission and explain the purpose of your visit, assuring them that you are not there to judge in anyway, but to observe and to learn. Share the Governor Visit form with the member of staff with information about how this provides a framework for what to look for and ask about. You might identify individually, or with the member of staff, particular areas that you are going to focus on for this particular visit, and highlight those on the Governor Visit form if this is helpful.

**4. Acquaint yourself with the school's health and safety procedures.**

To include fire safety and safeguarding issues prior to the visit.

### **During the Visit:**

**5. Refer to do's and don'ts, Page 9.**

### **After the Visit:**

**6. Complete the Governor Visit Form.**

This provides relevant details about the discussions that took place. Try to be as concise and focused as possible on the Governor Visits form (one cover sheet of A4 with all other information to be referenced in attached appendix).

**7. Write a note of thanks to the member of staff involved.**

This can be done by email. Share the visit form with the member of staff and ensure that they are given the opportunity to review it and feed back to you about any amendments that they would like made prior to circulation to HT and GB.

**8. Share the Governor Visit Form with the Headteacher. Discuss any issues/concerns and decide appropriate action.**

This can be done via email, phone or in person.

**9. Share the Governor Visit Form with all appropriate staff involved in the visit and Vanessa Oakes (Governor responsible for Monitoring).**

Vanessa will then circulate to the LCS Committee (responsible for monitoring) for discussion and finally circulate to the whole governing body for information sharing purposes and communicating the knowledge gained.

**10. Print a hard copy off for the Governor Visits Folder.**

This is held in the photocopy room in the filing cabinet.

**11. Write up any action taken.**

After issues have been reviewed at a sub-committee or FGB level, update the final box and feedback to appropriate staff involved.

# St Nicholas School

## RECORD FORM FOR A GOVERNOR'S SCHOOL VISIT

VISIT TITLE: \_\_\_\_\_

NAME	DATE
<b>PURPOSE OF VISIT</b> (Linked to targets within the School Development Plan).	
<b>EVIDENCE</b> (Evidence to show what progress has been made towards strategic priorities and the implementation of policies).	
<b>OUTCOMES OF VISIT</b> (Summary of key facts/headlines).	
<b>SAFEGUARDING</b> (Any issues arising. If appropriate to consider asking pupils if they feel safe and happy at school?).	

**Review of outcomes and actions following LCS, F&R & FGB meetings.**

## Governor Monitoring

Governor responsible	Subject area
Graham Sergeant	Health and Safety
Nigel Wootton/Heidi Dawson /Janet McGregor	Headteacher Performance
Vanessa Oakes/Nigel Wootton	Satellite Provision
Heidi Dawson	Equality & Diversity
Janet McGregor/Julian Todd	College & Preparation for next stage
Vanessa Oakes/Heidi Dawson	Safeguarding/e-Safety/School Council
Sharon Godden/Janet McGregor	Therapies – Medical & Communication Programs
Erika Nurmsoo/Angela Pike	Numeracy & ICT
Joy Mower/Jemma Edmunds	Literacy
Erica Nurmsoo/Angela Pike	Pupil Progress
Sharon Godden/Jemma Edmunds	Governor Development/ Training/Skills Audit
Nigel Wootton/Craig Heskett	Vulnerable Groups
Joy Mower	Arts

## The Role of a School Governor

Governors do not manage a school day-to-day, but are required to oversee its long-term development.

Ultimately, all governor responsibilities come back to this task and can be split into three core roles:



**Ensure accountability**  
Asking the difficult questions and guaranteeing the school is responsible for its actions.

**A champion of success**  
Using your skills and experience to support the school in achieving its aims and recognising good performance.



**Establish a strategic framework**  
Helping to set the school's aims and objectives.

**Monitor and evaluate progress**  
Analysing decisions: are they producing the desired results?



**Allocate and control the school budget.**  
From extra staff training to investing in new buildings or equipment.

**Appoint senior staff.**  
Including the responsibility of appointing a new Deputy Head or Head Teacher.



## **Governor Roles and Responsibilities:**

### **Governing Bodies DO:**

Set the overall budget for the school

Decide on the level of pay for its school's teachers

Decide on the number of staff

Help to decide the priorities for improving the school when the school development plan is being drawn up

Ensure the National Curriculum is taught to all pupils

Set targets for pupil achievement

Publish national tests and exam results

Compare the performance of their school to similar schools

Receive information about the quality of teaching in the school

Have a published strategy for dealing with parental complaints and concerns

Ensure health and safety issues are addressed

Set the times of school sessions

Need to consult the head when making decisions

### **Governing bodies DON'T:**

Inspect the school

After visiting the school, report back on the quality of teaching

Authorise all expenditure

Share concerns about staff capability

Decide on how pupils are taught different subjects

Have the right to exclude a pupil

Write the school's policies on their own

'Rubber stamp' recommendations from the headteacher

Automatically approve all apologies sent by governors

Need to be aware of the performance objectives which have been set for individual teachers

Write the Ofsted Action Plan on their own

### **The Head Teacher is responsible for:**

The internal organisation, management and control of the school

Formulating aims, objectives and policies for the governing body to consider adopting

Advising on and implementing the governing strategic framework

Giving governors the information they needed to help the school raise its standards

Reporting on progress at least once every school year

### **Governing Bodies TIPS:**

Don't bring up issues about your own children at governing body level

Consider the best interests of the school

Remember you are equal to all governors

Remember decision making is corporate, bring your view, but abide by the corporate decision.

You have no power, responsibilities or liability as an individual

Get to know your school, speak to the Head Teacher, the Chair and the clerk

Ask for a mentor governor as a first point of contact

Your volunteer status means getting summaries - don't allow the governance to become a full-time job!

Remember the governing body steers, the Head Teacher manages the rowing and the vessel

If you are a member of a committee, be familiar with its terms of reference

Find out about confidentiality

Don't be part of decision making where a personal interest or occupation allows you to become biased - declare the interest and withdraw

If you don't feel you have enough information to make a decision then say so remember you can abstain

Prepare well for all meetings

Attend training where possible, ask about options including distance learning or online training from the Local Authority.

You may also find it helpful to refer to the DfE Governance Handbook for a full overview of roles and responsibilities:

<https://www.gov.uk/government/publications/governance-handbook>