



## **The William Hogarth School Governors' Visiting Policy**

1. The aims of the visiting Governor programme at The William Hogarth School are:
  - to enable governors to develop a greater understanding of the way the school operates
  - to enable governors to become better informed about the curriculum and standards of the school
  - To establish positive links between governors, staff and pupils
  - to contribute to the Governing Body's monitoring role.
2. All Governors are expected to make an introductory visit to the school on appointment as Governor, and then to make 2 formal visits a year thereafter.
3. Visits must be arranged in consultation with the Head teacher and staff.
4. All visits will be part of a planned programme and link to School Improvement Plan priorities, and the purpose and scope of each visit will be agreed in advance.
5. Each visit will start with a meeting with the Head teacher or Deputy Headteacher to ensure any last minute changes to the arrangements are discussed.
6. Any issues arising from the visit will be discussed with the Head teacher in the first instance. The Head teacher will ensure time is available for a brief meeting with the visiting governor at the end of the visit.
7. The school will provide visiting governors with relevant information before the visit.
8. The Head teacher and teacher will promote governor visits as valuable and positive. The children will be informed of who the visitor is, and what they are expected to do.
9. Visiting Governors should be punctual and observe any school/classroom guidelines or rules.
10. The visit should not cause any disruption or interruption to the normal running of the school or classroom.
11. Reporting of the visit to the Governing Body will be in accordance with agreed protocols. The content of any written report will be checked with the Head teacher before it is circulated.
12. Governors attend classes as observers not inspectors.
13. Reports should not contain evaluative or judgemental comments about the quality of teaching and learning.

## **SCHOOL VISIT RECORD**

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**Name**

**Date**

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### **Purpose of visit**

Previously agreed by the Governing Body with the head teacher

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### **Links with the School Development Plan**

How does the visit relate to a priority in the School Development Plan?

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### **Governor observations and comments**

e.g. what did you see? What did you learn? What would you like clarified?  
How long did the visit last?

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### **Any key issues arising for the governing body**

e.g. the way resources are allocated, the way the school communicates, progress in implementing a key policy

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### **Action following governing body meeting**

Record any action agreed by the governing body with regard to this visit