

Kincraig Primary School and Nursery



Governor Visits Policy



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Aims and objectives

It is a primary aim of Kinraig Primary School and Nursery that every member of the school community feels valued and respected, and that each person is treated fairly and well. As laid out in our school mission statement, we endeavour to ensure we offer every opportunity to maximise the potential of our children focusing on them being 'the heart of everything we do...' We are a caring community, whose values are built on mutual trust and respect for all. The school's Governors Visits policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.

The purpose of this policy

Governing bodies have a statutory responsibility to promote high standards at their school, and must monitor and evaluate its effectiveness in this respect. Through visiting our School, governors can get to know it better. The governing body is a corporate body and every governor will visit the School as a representative member of that body, not as an individual. An effective partnership between governors and staff, based on mutual understanding, benefits the whole School community. This policy will provide an agreed framework within which governors will plan and carry out their School visits. We recognise that it may not be possible for every governor to be available during the day – this will depend on personal and work commitments. However, **all** governors should do **some** visits; the frequency and type of visit will vary according to availability and role.

Visit programme

The programme of visits will be organised in consultation with the Headteacher and staff as follows:

- Visits should be pre-planned and focused with the agreement of the Headteacher and staff involved in the visit being sought prior to the visit taking place
- Some governors have linked responsibility. These governors should link with appropriate staff to fulfill these roles.
- Take due regard to the conduct and confidentiality aspect of the Governor Code of Conduct.

Guidance for carrying out visits

Before the visit

- Agree a mutually convenient time to visit with the Headteacher/class teacher.
- Clarify the purpose of the visit and approach of the visit and agree this with the Headteacher and/or relevant staff.
- Agree how you will be introduced to the children and your role in any activity or lesson if appropriate.
- Prepare for your visit by reading any relevant documents.
- Ensure that you are aware of the Code of Conduct for Governors at Kincaig Primary School.

During the visit

- **Remember this is a visit, not an inspection.** Governors are visiting to learn more about the School and to gather information to inform decision making by the governing body. It is not the governors' role to judge the quality of the teaching. Monitoring staff performance and the quality of teaching and learning is the job of the Headteacher.
- If you have children in school, please try to visit a different class.
- Be aware of, and adhere to, the School's Child Protection policies and procedures.
- Be punctual, sign in and wear your Governor badge.
- Smile and listen. Try to relax and enjoy yourself.
- Observe the obvious courtesies – don't walk in with a clipboard, interrupt the teacher or sit at the back making notes!
- Remember that you are representing the governing body.
- Remember to thank the staff for supporting you in your role as governor

After the visit

- If you have seen something that worries you, you would normally discuss this first with the Headteacher.
- All visits would normally involve making a formal report. Please see the proforma at the end of this policy. This report should be agreed with the Headteacher prior to being presented at the Full Governing Body meeting.

Policy last updated 01/09/19

The Governor Visits Policy at Kincaig Primary School will be reviewed and modified annually, or before if there are any changes in legislation.

It is possible to add amendments to this document prior to a review and these will be incorporated into the next issue. To add comments please complete the information on this sheet adding the date and signing where indicated.

Name of person responsible for policy – Mrs Karen Appleby

Policy adopted by the Governing Body – **March 2016**

Signed: _____ Date: _____

Date	Proposed Amendment	Signed

Name:	Date:
Focus of visit:	Class/staff visited:
What I have learned as a result of my visit:	
	
Any questions I have?	
Any other comments:	



Governor Signed: _____

Headteacher Signed: _____