

# Shottery St Andrew's CE Primary School



*Anchored in faith we shine!*

This policy is underpinned by our school vision based on the scripture,

*'Let your light shine before others,  
that they may see your good deeds and glorify your Father in heaven.'*

Matthew 5:16

## Governor Monitoring and Visits Policy

<b>Date adopted by Governors:</b>	<b>September 2024</b>
<b>Date for policy review:</b>	<b>September 2026</b>
<b>Person responsible for review:</b>	<b>Headteacher</b>
<b>Signed by Chair of Governors</b>	

## **Introduction**

Partnerships are important and valued at Shottery St Andrew's CofE Primary School. Governors and the school community work in partnership to:

- Ensure the school has a Christian ethos at its heart
- Promote the values of the school
- Ensure children make personal and academic progress
- Promote a sense of community
- Ensure protocols and policies are upheld and that policies reflect the school's ethos and values
- Ensure financial accountability and planning.

Governors shape the values and ethos of the school and ensure that these are reflected throughout the school. This document outlines the protocols and practice for visits to school.

## **Governor visits to school**

### **Context**

The Headteacher shares the school's monitoring and evaluation timetable with all staff and Governors at the start of each term. Individual governors do not have an automatic right to enter the school whenever they wish however, they need to be able to visit from time to time to develop their understanding of the school. These visits will enable them to fulfil their statutory responsibility for the conduct of the school, for example, monitoring. Governors should arrange their visits with the Link member of staff and Headteacher and have an agreed date and time for the visit.

The governing body should plan visits to cover a wide range of school work and each visit should have a clear purpose linked to the school's monitoring and evaluation timetable, which runs in parallel to the school's Learning Improvement Plan. Governor visits do not replace professional inspection or the monitoring and evaluation carried out by the Headteacher.

### **Purpose of the visit**

Visits are undertaken to:

- Improve governing body knowledge of the school and the people that work in it
- Assist the governing body in monitoring the implementation of the school's learning improvement plan
- Assist a governor to fulfil a specialist governor role, such as SEND
- Assist the governing body in fulfilling its statutory duties
- Assist the governing body in making informed decisions

Governors should not pursue any personal agendas or arrive with inflexible preconceived ideas and remain mindful that educational ideas change over time and practice viewed may not have any resemblance to their own experiences of school.

Governors do not to make any judgements about pupil's work, behaviour, any teacher's classroom practice or issues relating to the day to day running of the school. Those are the responsibility of the Headteacher. If a governor is unsure of what they have seen then they should make an appointment to discuss this later with the Headteacher.

Any concerns relating to Safeguarding or Child Protection issues MUST be reported to the Headteacher before leaving the building.

## **Planning the visit**

Visits should be undertaken only as part of a strategic programme formally organised by the governing body or one of its committees and with approval of the Headteacher. The Headteacher must be kept informed of the planned visit.

If the visit is to involve any member of staff, then that member of staff must be fully involved in the planning through the appropriate member of the leadership group.

The governor(s) making the visit should make themselves fully acquainted with health and safety procedures, including fire safety, prior to making the visit.

## **During the visit**

Governors will at all times report to reception upon arrival and follow the procedure for visitors in order to provide a good example for other visitors. Governors will be given their Governor Lanyard to wear during their visit.

If visiting a classroom, the governor must arrive at the time planned to avoid disrupting the learning process, and follow the agreed purpose of the visit.

The Governor will act as an observer and only participate in the class at the invitation of the teacher and will respect the professionalism of the teacher, supporting but not interfering.

Governors must be aware that some teachers may feel nervous or stressful about having a visitor in the classroom. At the end of the visit thank everyone concerned including the children.

Governors are asked to be aware of their behaviour and avoid any implication that they are inspecting – the purpose of all visits is to raise governor awareness.

## **Following the visit**

After visiting the school, the governor(s) should:

- Give some time and thought to reflection
- Complete a visit report outlining the purpose and results of the visit and return it to the headteacher initially within seven days of the visit being carried out, (the headteacher will then share the visit report with all appropriate staff involved)
- Raise any concerns sensitively with the Headteacher
- Consider what went well and what did not go so well with respect to their involvement in the visit and share these with the governing body so that all members can benefit and refine the process
- Report to the designated full Governing Body or relevant committee meeting

## **Types of monitoring which may be undertaken**

### **Learning Walk**

An accompanied visit by the governor/s around the school to look at specific aspects of school life, for example, looking at classroom displays; day to day running of the school; in class behaviour and routines;

Routines and behaviour during lunch or break times. NB although governors are encouraged to interact positively with pupils but governors do not intervene in behaviour management etc.

### **Classroom visits/ lesson observations**

A focused visit looking at how teaching and learning are organised or take place within specific subject area. These may involve several classrooms over time, for example, visiting English lessons across Key Stages. NB Governor's do NOT judge the quality of teaching or learning.

### **A Book Trawl**

An opportunity to discuss with a subject lead examples of pupils work and see the developmental planning of a subject area; how different learning needs are catered for; how work is assessed.

### **Staff and Pupil Voice**

An opportunity to talk with pupils about their learning, for example, what and how they are learning that term, NOT which lessons they prefer.

Meeting with the School Council regarding their role in school.

Meeting with Subject Specialists in order to understand a particular curriculum area more clearly and how the school tackles the teaching to meet all needs

Meeting with the Headteacher regarding specific aspects of school life, for example, Staff Performance Management; Pupil outcomes; optimum deployment of staff.

### **School Policies**

Through the monitoring of policies, it is hoped that Governors will be more informed about the school's philosophy, aims and how these are to be achieved. Schools are not always required to hold a specific policy for each requirement. It is possible to meet several requirements collectively, unless stated otherwise. The drafting of school policies can be delegated to any member of school staff, unless stated otherwise. The Guidance Statutory policies for schools and academy trusts document covers how often each policy must be reviewed. Where it doesn't, schools are advised to review the policy annually. Where there's a change in the law or circumstances, schools will need to revise policies or documentation accordingly. It also shows the level of approval required. Not all policies need to be signed off by the full governing body.

Paper copies of all policies are held in the school office and it is the Chair of Governor's responsibility to ensure these documents are up-to-date.

At Governors' meetings, policies will be briefly discussed and any changes identified. The policy will then be signed and dated by the Chair of Governors.

### **School Evaluation Statement (SES)/ Headteacher's Report**

The School Evaluation Statement is designed to keep the Governing Body informed on a regular basis about standards, attendance, progress, pupil numbers, safeguarding, and school life in general. The Headteacher will also report on staff training, performance management and absence. The SES will be presented at each full Governors' meeting and will be circulated in advance, with new additions highlighted.

Prior to each full Governors' meeting, the Headteacher and Chair of Governors will meet to discuss the report and there will be opportunity for Governors to meet to discuss any questions they would like to raise at the upcoming meeting.

## **School Learning Improvement Plan (LIP)**

The School Learning Improvement Plan comprises of five main sections integrally linked to the SES – Quality of Education, Behaviour and Attitudes, Personal Development, Leadership and Management and Early Years Foundation Stage.

Each section details targets to be achieved and the process they will be achieved by. At least one Governor will be assigned to each section and it is those Governors responsibility to familiarise themselves with progress achieved and to update the Governing body as a whole. This will support Governors in their role as leaders.

The LIP will generally be written to fall in line with the academic year, however from time to time, it may be extended for a further period. It will be a standard agenda item at each full Governing Body meeting.

## **Reporting from Full Governors' Meetings**

The work of each Governing Body meeting will be recorded via minutes by the clerk to Governors, who will circulate within 14 days of each meeting. Meetings will be convened each term at dates agreed in the September full Governing body meeting.

All meeting documents, including agenda items, minutes, reports, supporting evidence will be uploaded to a central point, GovernorHub.