

Heritage Park Primary School

Governor Visits Policy



Approved by:

Last reviewed on: March 2021

Next review due by: September 2021

Heritage Park Primary School
Governor Visit Policy and Procedures

Introduction

Throughout this Policy, Heritage Park Primary School aims to embed effective procedures concerning governor monitoring visits. We acknowledge that these visits can be extremely beneficial in helping governors carry out their role. They allow governors to ensure the school vision is being turned into reality, the ethos of the school is being embedded and progress is being made against the strategic plan. Visiting the school in person provides a valuable insight into how the school operates as well as an opportunity to put other information into context. A well-planned programme of visits forms an important element of the governing body's strategic role.

Possible reasons for visits

These may include, but are not limited to:

- A tour of the school for new governors as part of their induction
- The use of resources e.g. how the premises are utilised, a new teaching resource in action or a demonstration of an IT system
- Monitoring the implementation of a particular policy or procedure, e.g. safeguarding, homework, health and safety, testing moderation
- Monitoring progress towards specific targets from the School Development Plan e.g. learning about how a strategy is implemented and translates through to classroom practice and children's learning
- Gaining an understanding of a particular curriculum area, year group or attitudes towards a particular area e.g. attendance
- Gaining an understanding of assessment processes and tracking of cohorts
- Gaining an understanding of how a particular issues e.g. IT provision, achievement of particular cohorts is dealt with on a day-to-day basis
- Attendance at parents evening as a way of engaging with parents or school council meetings to engage with pupils

Setting Expectations for Visits

- Governors will follow the Governors' Visit Policy on their visits and each visit should have a clear pre-arranged focus. This allows all concerned to use their time productively.
- Prior to the visit, governors will ensure they have familiarised themselves with health and safety procedures, including what to do in the event of a fire.
- Relevant staff, such as the senior leadership team or subject leaders, will be involved in the visit to provide background and context. Staff will be informed of the purpose of the visit and what to expect. Governors should refer to the Code of Conduct for all Adults as well as their own Code of Conduct during a visit. They will be mindful that they are representing the whole governing body through their words and actions and will not pursue personal agendas during the visit.
- Governors spending time in classrooms will acknowledge they are not there to inspect the quality of the teacher's performance. Book scrutinies and lesson

observations are professional tasks and therefore will be carried out solely through the staff appraisal process.

- Whilst in classrooms, governors will adhere to their agreed role at all times. They will ensure they do not interrupt the class teacher by talking to children at inappropriate times and recognise that sometimes it might be appropriate to leave the room should a problematic situation arise e.g. a behaviour outburst.
- Governors will avoid taking a clipboard or notebook into the classroom and will thank staff and pupils before leaving the classroom.
- Governors will not turn up to school for unannounced visits and should only visit as part of an agreed programme by the whole governing body.
- Confidentiality should be adhered to regarding visits. Comments should be limited to the Headteacher or subject leader involved in the visit but not with other staff or parents. Individual children or staff should not be identified in school visit reports.
- Governors will be punctual and ensure they dress in a professional manner.
- Governors will be flexible if something urgent crops up which means the arranged tasks cannot take place – they will always keep in mind that the education of the children is of overriding importance.

Frequency of Visits

Individual governors should attend school at least once a year but no more than once a term. This allows visits to be kept at a sustainable and pragmatic level and ensures they are well spread out over the year. The length of the visit may vary depending on the purpose of the visit.

Governors may also attend school events on a less formal occasion such as school plays or celebration events. Attendance at these will be recorded at the next full governing body meeting where governors have attended within their governor capacity.

The ability to visit will depend on the current COVID-19 restrictions (see Annex 2)

Following the visit

Governors will meet with the Headteacher, or the deputy Headteacher in her absence, to discuss the visit, including any concerns, immediately or soon after the visit.

Governors will then complete a Governors Visit Report and send the draft to the Headteacher who will also pass this on to any other staff members involved in the visit. When a final version is agreed it will be distributed in the papers for discussion at the next full governing body meeting.

It is important that governors take time to reflect and consider anything they might do differently in future visits and discuss this with the Headteacher if they require any clarification.

Review

This policy will be reviewed by the governing body every academic year.

Annex 1

Governor Visit Report

Name:	Date:
Focus of Visit (link to strategy and school development plan)	
Summary of activities (e.g. talking to staff and pupils, looking at specific resources, having lunch)	
What have I learnt as a result of my visit? (Relate this back to the focus of visit)	
Aspects I would like clarified/questions that I have:	
Actions for the governing body to consider:	
Any other comments/ideas for future visits:	
Signed:	

Annex 2

Governor Visits During the Coronavirus (COVID-19) Pandemic

We understand that we face a time of great uncertainty and, as governors, we are doing all we can to act safely and with clarity. This appendix includes provisions that governors will have due regard for when conducting school visits during the Coronavirus pandemic.

Roles and Responsibilities

Governors are responsible for:

- Ensuring they have read and understood all documentation relevant to the adapted school operations during the coronavirus pandemic e.g. the whole school risk assessment.
- Ensuring they follow all relevant infection control requirements and procedures during a school visit e.g. wearing a face covering where necessary.
- Ensuring they do not visit the school site if they, or anyone in their household, are displaying symptoms of coronavirus, or have tested positive for coronavirus.
- Informing the school should they receive a positive result for coronavirus for the 48 hours following their visit to the school.

The Headteacher is responsible for:

- Ensuring the visiting governors have access to the relevant documentation regarding the adapted school operations during the coronavirus pandemic.
- Ensuring the visitors are informed of when they are expected to wear face coverings whilst moving around the school premises.
- Ensuring the attending governor completes the relevant Test and Trace sheet.
- Informing the governors of any positive cases of coronavirus in the school with whom the visiting governors were a close contact during their visit.

Preparing for the visit

The visiting member of the governing body will contact the Headteacher and discuss a pragmatic plan for the school visit that takes into account the school risk assessment, and how the health and safety of the visitors, staff and pupils will be protected.

During the Visit

The visiting governors will follow all relevant infection control requirements and procedures during the visit, including, but not limited to:

- Regular handwashing – either with soap and warm water for at least 20 seconds, or with an alcohol-based hand sanitiser
- Maintaining a two-metre distance between each other, and between themselves and the staff and pupils, at all possible times.
- Unless exempt, wearing a face covering where required.
- Completing a Test and Trace form upon arrival at the school site

- Turning off or disabling the NHS Test and Trace app upon entering the school site
- If a governor begins to display coronavirus symptoms whilst on site, they will go home immediately, monitor their symptoms and decide if they need to book a COVID-19 test.

After the visit

- The visiting governor will inform the school should they receive a positive test result in the days 48 hours after their visit.
- The school will inform the governor if there are any positive cases 48 hours after their visit if the governor was a close contact.

Providing Feedback

- The governors will complete the governors feedback form and will email this to the Headteacher so it can be added to Google Drive on their behalf.

Monitoring and Review

Any changes to this appendix will be communicated to all governors and the clerk, staff and relevant stakeholders.