



## Governors' Visits to School

This governing body recognises that governors should, in fulfilling their roles and responsibilities effectively, visit the school in order to gain awareness and understanding which helps them in their strategic role. New Governors will be offered, at an early stage, an opportunity to visit the school, singly or as a group, at a date and time agreed with the Head Teacher in order to gain an understanding of systems and practice and current issues. All governors will be encouraged to visit the school at least once per annum.

Governors will, under normal circumstances, visit the school by appointment with the Head Teacher or other member of staff as agreed. Governors will at all times report to reception or to an agreed member of staff upon arrival and follow the procedure for visitors in order to provide a good example for other visitors. Governors will recognise at all times that they have a strategic role and that the governing body acts as a unit. They will respect the professional roles of staff and will raise any issues appropriately either with the Head Teacher, at meetings of the governing body or one of its committees. It is important that governors are not seen to be acting as 'inspectors'. Visits to school by governors should, wherever possible, help to inform the strategic role of the governing body. Governors will recognise, and make clear to parents upon hearing concerns or receiving complaints, that particular issues should be firstly addressed by the school staff and the Head Teacher. If these avenues fail to resolve an issue of concern complaints should be addressed to the Chair of Governors to ensure that appropriate procedures are followed. Governors acting as voluntary helpers will be treated and will expect to be treated the same as other voluntary helpers in the school including limits to responsibility, supervision arrangements, training and support, and appropriate safeguarding checks.

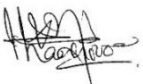
Governors will be expected to complete the agreed Visits Report form and contribute feedback to the governing body or its committees arising from such visits. To this end visits will be focused by agreement. The governing body's policy on visits to the school by governors will be made clear to all new governors through the governing body's own induction process. This policy will be monitored through feedback from governors and staff reported to the governing body or a committee. A review of the governing body's policy will be conducted on an annual basis.

### Monitoring and Review

*The day to day monitoring of this policy is the responsibility of the Head teacher. This policy will be reviewed every three years or earlier if considered necessary.*

**Agreed Date:** October 2020  
**Review Date:** October 2023

**Signed:**  **Head Teacher**

**Signed:**  **Governor**

<b>GOVERNOR VISIT FORM</b>	
<b>Name of Governor:</b>	
<b>Date of Visit:</b>	
<b>PREPARING FOR YOUR VISIT</b>	
<b>Why are you visiting the school?</b>	
<b>What would you like to find out about?</b>	
<b>Does this visit link to an aspect of the School Improvement Plan? (A member of SLT can help answer this question)</b>	
<b>FOLLOWING YOUR VISIT</b>	
<b>What did you see?</b>	
<b>What did you learn?</b>	
<b>Are there any issues that need highlighting to the Governing Body? <i>These can be areas for improvement or examples of good practice.</i></b>	
<b>NEXT STEPS</b>	
<b>Following my visit I need to....e.g. do you need more information on something? <i>Is there a piece of work you need to complete?</i></b>	