



## **Governor School Visits Policy (Non-Monitoring / Link Visits)**

### **Background**

Governors may carry out visits which are not a 'formal' part of their role i.e. a monitoring or a link visit. These visits may be for a particular purpose or in the role of a 'Volunteer'. Although not of a 'formal' nature they may still give Governors insight into the school and be useful for them to get 'to know the school'. The governor is a source of support to the school and a source of information for the governing body.

It is important that visits are conducted in an appropriate way and the purpose of this policy is to provide a framework for visits with the following objectives:

- To enable all participants to make the most effective use of the visit;
- To help the school community to get to know the governors;
- To ensure that visits are conducted properly;
- To contribute to school improvement;
- To enable the Governing Body to carry out its statutory duty to monitor and evaluate the work of the school.

### **Format of visits**

- a) Each visit will have a clear focus
- b) It is the responsibility of the visiting governor to arrange the date and time of their visit with the head teacher at least two school weeks in advance and agree the purpose of the visit (if both parties are in agreement, this is flexible);

### **Aspects for consideration during the visit**

- ✓ General ethos and atmosphere of the school;
- ✓ Attractiveness or otherwise of the area/s visited;
- ✓ Availability of resources;
- ✓ Health and Safety (where appropriate)
- ✓ Pupil/Student behaviour and attitudes;
- ✓ Relationships observed.

### **Responsibilities of visiting Governors and Staff**

- a) Visiting Governors and staff will be courteous and considerate at all times and respect the role that each has to fulfil;
- b) Governors will not make judgements about the effectiveness of the teaching they observe;
- c) Governors will not pursue personal agenda or seek to take advantage of their position;
- d) Governors will express their gratitude, and any immediate positive feedback to staff (and pupils) and provide verbal feedback to the head teacher at the conclusion of each visit;

- e) The Head teacher will provide feedback to appropriate staff as soon as possible after each visit;
- f) Governors will feedback their visits and observations (non-judgementally) by completing the Visit Form and verbally at the next Governors Meeting;
- g) The form must be completed within seven working days and sent to the teacher / person visited, the Head teacher, Vice Chair Development with a signed hard copy placed in Governors Monitoring File.
- h) All parties will agree any appropriate follow-up action;
- i) **Governors and staff will respect confidentiality arising from any aspect of the visit.**

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<b>Name:</b>	<b>Date:</b>
<b>Visit focus / reason</b>	<b>Class / area /staff visited</b>
<b>Summary of activities e.g. talking to staff and pupils, school trip, had lunch</b>	
<b>What have I learned as a result of my visit?</b>	<b>Positive comments about the visit</b>
<b>Aspects I would like clarified/questions that I have:</b>	
<b>Ideas for future visits:</b>	
<b>Any other comments:</b>	
<b>Signed _____</b> <b>(Governor)</b>	