

Haughton School



Governor Visiting Policy and Guide

Updated: September 25

Review Date: September 27

Value of Visiting

- To ensure Governors are known and demonstrate their commitment to the school.
- To develop understanding of the individual needs of the children.
- To have the opportunity to jointly celebrate the achievements of the children and to begin to develop relationships with them.
- To evaluate the resources and the environment of the school.
- To gain first-hand information to assist policy making and decision taking.
- To observe the operation of policies in practice.
- To give active support to the activities of the school.
- To gain awareness of the school's approaches to teaching and learning.
- To gain experience of the vision, ethos and value of the school population in practice.
- To gain information to support the Governor role of being a critical friend of the school.
- To help to provide additional evidence to support informed decision making when holding the school to account and evaluating its progress.

Frequency of Visits

- All Governors to make at least two visits each year during school time.

Arranging and Planning a Visit

- Agree date and time with the Headteacher or link member of staff.
- Clarify and agree what you will do:
 - a) Time of arrival
 - b) Time of departure
 - c) Who you will see
- Agree to meet the Headteacher or link member of staff at the end of the visit.
- Please remember to respect the professionalism of the staff and to demonstrate mutual respect to the school population.

Recording a Visit

- The Governor visit form should be completed and given to the Head.
- It will be stored in the electronic Governor Visits Folder.

Conclusions

- Be supportive of the Head and staff.
- Be calm.
- Ask questions which are necessary to provide yourself with a thorough understanding.
- Opinions will be warmly welcomed and discussed; however appropriate evidence should be available to support comments/observations made.
- Acknowledge that you represent the full governing body. As an individual governor you are a guest of the school.



Governor Visit Form

Governor: _____

Term: Autumn/Spring/Summer _____(yr) Date: _____

Duration: _____

Focus for Visit:

Staff Involved:

Suggested Timetable for visit

Comments

Potential areas for development/further consideration with regard to School Improvement (indicate who is responsible)

Action:

Person Responsible: