



HOLMER GREEN JUNIOR SCHOOL

POLICY

NAME OF DOCUMENT: Governors' visits to school

AUTHOR:

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DATE FOR REVIEW: September 2025

HOW DOES THIS DOCUMENT CONTRIBUTE TO THE STRATEGIC MANAGEMENT OF THE SCHOOL?

Governors are responsible for the strategic direction and future vision for the school as well as holding the headteacher to account for the quality of education. To undertake this role successfully, governors need to be visible within the school and visit regularly, but in doing so, recognise that it is a workplace and attendance should be linked to a clear and predetermined purpose.

HOW DOES THIS DOCUMENT CONTRIBUTE TO THE AIMS AND VISION FOR THE SCHOOL?

Greater first-hand knowledge of the school's operation will inform the strategic management and vision for the school. More regular contact with staff and students will raise the profile of the governing board and the understanding of its purpose.

The purpose of the policy:

To provide an agreed framework within which governors can get to know the school better and carry out their visits to inform their responsibility for strategic management and to hold the headteacher to account for the quality of education. Some of this policy will not apply to staff governors who are present in the school on a day-to-day basis however the governors' code of conduct still identifies how they must conduct themselves while undertaking formal business.

Governors will aim to visit school as regularly as time resources allow, to observe normal school activity in relation to any specific roles agreed or allocated within the governing body.

Examples of visits might be

- Health and Safety inspections
- Safeguarding or SEN reviews
- Finance and budget monitoring or
- Work related to FGB adopted work streams, action plans or development plans



Purpose of the Visit:

- Improve governing body knowledge of the school and the people who work in it
- Assist the governing body in fulfilling its statutory duties
- Assist the governing body in making informed decisions
- Assist the governing body in monitoring the implementation of development plans or action plans etc.
- Assist a governor to fulfill any specialist governor role
- Attendance to observe a specific school activity e.g., sporting event, assembly, play
- Attendance to assist a specific activity e.g., parents evening, open day

Planning the visit

This policy cannot be prescriptive in how visits are arranged as some may be the result of ongoing dialogue with a staff member, may be one-off visits or part of an ongoing program of regular attendance. Accordingly, visits may be arranged directly with staff members, through the office staff acting as liaison or directly with the headteacher or member of SLT.

The key requirements are that the specific staff member must be aware of the visit and the headteacher, through courtesy should be kept informed.

Governor(s) particularly those new to the role, should make themselves fully acquainted with the health and safety procedures, including fire safety, on arriving at the site and present themselves to the Reception

During the visit

The visit should begin by reporting to the school office in advance of the meeting time, signing in and applying a visitors badge in line with school policy. A school visit will be carried out in line with the School's Child Protection policies and procedures and information gathered during the visit will be treated as confidential. Governors should look to minimise the disruption to the normal operation of the school during their visit and not to draw unnecessary attention to themselves, including overtly making notes.

During the visit it is highly likely that Governors will interact with other staff and pupils who may be inquisitive or interested in identity or the purpose of the visit. Governors should be mindful that personal opinions may be misinterpreted as the views of the governing body and any participation in a lesson or activity should be in line with what was or is agreed with staff. Interactions with students should always be in line with the guidance contained within the adopted Child Protection Policy.

As guests of the school, Governors should only go into the staffroom if invited to do so.

At the end of the visit, the Governor will return to the school office to sign out and remove their visitor badge before leaving the premises. Governors should be prepared to provide feedback and appreciation to staff involved to celebrate successful visits.

Where appropriate, Governors will complete a visit report as detailed below.



Visit reporting

Following a visit, governors may share their experience to inform decision making of the Governing Body. Formal recording of visits will offer the whole Governing Body a deeper knowledge gained from visits to school.

Reports of visits can be written on the standard report template although governors may adapt this to meet the specific details of a visit.

Reports will be posted onto Governor Hub and copies provided for the headteacher and any staff involved in the visit.

Evaluation of the visit

After the visit Governors should reflect and evaluate what was learned. The question of how the learning from visits can best be used for more informed decision making by the FGB, is best dealt with by the governing body after reviewing the visit reports. Governors' visits may be discussed as part of the agenda at full governing body meetings



Appendix 1 Governor visit report

Holmer Green Junior School Governing Body Visit Report
Name:
Date:
Purpose of visit:
Link with School Improvement/Development Plan of workstream
Account of governor visit
Any strategic issues arising for the governing body
Action following governing body meeting