




Ashford Oaks Primary School

Oak Tree Road, Ashford, TN23 4QR

Governor Visits Policy July 2023

Reviewed by: Theresa Dickens	June 2023
Safeguarding Approved: Toni Harris	07/07/2023
Ratified by the governing body on:	12/07/2023
Review date: Every 2 Years	July 2025
Signed: Rob Cooke  Chair of Governors	

GOVERNOR VISITS POLICY

Purpose of the Visit

The visit is likely to have been set up as part of a programme of visits designed to help Governors gain a better knowledge of what happens in school, to inform their decision making and to see school policies in action.

Any visit by Governors is to be welcomed as an opportunity for Governors and staff to get to know one another better, and to understand their roles more clearly.

It must be understood that the visit should not form part of any judgement about quality of teaching. It is not a form of inspection.

Protocols to be observed

Before the visit

- The purpose of the visit and the programme for the visit must be agreed in advance between the Governor and the appropriate member of staff, via the PA to senior leadership team (charlotte.parkins@ashfordoaks.kent.sch.uk) outlining the area/s of the school improvement plan to be monitored.
- If lessons are to be observed as part of the visit, the lessons must be identified in advance, and the members of staff informed. The Governor will be accompanied by a member of staff as appropriate.
- The members of staff being observed must understand the context of the observation in advance

During the visit

- The visit must fulfil the agreed purpose
- Governors must conduct themselves in line with school policies at all times
- The agreed context of the lesson observation must be adhered to
- The observation should be discreet, so that it does not interrupt the flow of the lesson
- The teacher and pupils should be thanked at the end of the lesson
- The lead member of staff will give the teacher feedback as appropriate
- The Governor meets with the Senior Leader to discuss their impressions from the visit

After the visit

- Formal feedback is given to the Head Teacher, using the agreed format of the Governor Visit Feedback Form
- The Head Teacher adds a written response and discusses this with the visiting Governor
- The completed Feedback Form is presented at the next available Full Governors meeting.

Minimum commitment

Governors may need to commit to 6 hours per school year for monitoring visits of 3 x 2 hour visits. Safeguarding governors must do 6 monitoring visits a year.

Responsibility for Programme of Visits

The visits should be arranged through the School Admin assistant, who will liaise with the appropriate member of staff. Reporting on visits, through the Governors' Visit Report Form, should form a standard item on all Full Governing Body agendas.

Monitoring and Review

Governors and staff will need to review the effectiveness of the programme of visits annually. This could form part of the agenda of a whole Governing Body meeting, and could be discussed at the end of year staff training day. Amendments to the policy can be made in the light of the review.

Appendix 1

Governor Visit Feedback Form – to Head Teacher

Governor Visit Feedback Form – to the Head Teacher

Record of a delegated governor’s visit to the school - Formal

Name:	Date:
Delegated Governor Role	
Focus of visit, links with the School Improvement Plan or DfE identified governor role: <i>(How does the visit relate to a priority in the School Improvement Plan or is it in a DfE identified governor delegated role?)</i>	
Areas and summary of planned activities. Including departments or areas of school visited, staff and pupils that the governor met during the visit: <i>(How long the visit lasted?) (Governors should refer to staff by their role or job title and not by name)</i>	
Observations, comments, questions asked, and answers reported to the governor: <i>(e.g. what you saw; questions asked with answers given; what you learned relating to the focus of the visit)</i> ensure this section contains the constructive challenge and accountability against the required governance statutory responsibilities and functions. See Governance handbook.	
Comments on safeguarding culture observed during visit <i>(e.g. in relation to KCSIE part 2 and Child Protection policy)</i>	
Three key questions I would like to raise at the board meeting: 1. 2. 3.	
Actions for the board to consider or clarifications needed: <i>(e.g. the way resources are allocated; the way the school communicates; progress in implementing a key policy)</i>	
Impact of the visit and follow up next visit planned focus:	
Signed: Governor Meeting to be considered at:	