



## Governor Monitoring Visits – Model Policy

### Context

Governing bodies have an important strategic and monitoring role, which includes holding the senior leadership in the school to account for the progress and performance of the school. They should avoid routine involvement in operational matters.

Governor visits are not the only way that monitoring by the governing body is undertaken, but it plays an important part. Meeting children, talking to staff and seeing policies in action will help governors monitor progress and make governing body decisions with greater clarity.

Planned and focussed school visits enable governors to:

- see the school at work
- build partnerships with staff and demonstrate their commitment to the school
- gain first-hand information to assist with policy and decision making

### Focus for governor visits

Visits to the school by individual governors may happen for a variety of reasons. For example, it is good practice for the safeguarding link governor to have a termly meeting with the Designated Safeguarding Lead and the chair should meet regularly with the Headteacher. It is also important that governors visit the school for celebrations and liturgies.

However, governors should not be routinely involved in the day-to-day activity of the school and it is important that most governor visits primarily focus on aspects of the school development plan to monitor progress against school development priorities. Every governor should make at least one visit to the school a year to monitor an area of the school development plan and see the school in action.

### Protocol for Governor Visits

When governors are visiting the school it is important that that they remember they are representing the governing body. Governors should:

- Contact the Headteacher and agree a date and time for the visit
- Agree a clear focus for the visit
- Follow school procedures including health and safety and safeguarding requirements
- Maintain strict confidentiality regarding the visit and share information only with the governing body and the school
- Remember that they are not school inspectors. They are not there to make judgements on individual teachers
- Make sure they complete a Governor Visit Report, reporting on the focus. If possible, the completed report should be shared with the Headteacher before they leave. It should also be shared and discussed with the governing body.

It is good practice for new governors to do a joint visit with an experienced governor or member of SLT when making their first visit.



<b>Governor Visit Report</b>	
<b>Name of school.....</b>	
<b>Governor's name</b>	
<b>Date of Visit</b>	
<b>Focus of Visit</b>	
<b>Key priorities being monitored</b>	
<b>Sources of information</b> eg talking to children, looking at resources, meeting with member of staff, audit of Single Central Record, attending Mass and assemblies	
<b>What I have learned as a result of my visit</b>	
<b>Aspects I would like clarified/ questions I would like to ask</b>	
<b>Key points to take forward for discussion by the governing body</b>	

**Signed.....**