

*This policy is informed by our Trust's vision of inspiring all - pupils, staff and our communities - to believe in their own ability in order for them to achieve the best possible outcomes, both academically and socially. By living by our values of being innovative, responsible and caring, we create powerful learning communities - positively impacting all of the Weaver Trust community.*

## **1. Policy Statement**

- 1.1 It is essential to have in place an excellent working relationship between the school and the Local Education Committee (LEC). This can be achieved by governors visiting the school and meeting with staff and pupils in order to have a better understanding of the context in which they work.
- 1.2 Visits should have a clear purpose and can be used to observe policies and plans being implemented, evaluate resources and the school environment, gather information to assist in decision making, support the staff, form relationships with staff and pupils, demonstrate commitment and monitor the work of the school/academy linked to school/academy development priorities.
- 1.3 This policy should be read alongside Weaver Trust guidance on Link Governors.
- 1.4 Governors will be able to:
  - Develop relationships with the staff and pupils.
  - See policies in action and triangulate school monitoring.
  - Inform decision making.
  - See what the needs of the school are.
  - Recognise and celebrate success.
- 1.5 The school will benefit by:
  - Understanding the role and responsibilities of governors.
  - Building relationships with governors.
  - Highlighting the needs of the school

## **2. Aims**

- 2.1 To establish good lines of communication and an excellent working relationship that will contribute greatly to the leadership of the school and its successes.
- 2.2 To have in place a programme of visits that supports and strengthens the already close working relationship between governors and the school.
- 2.3 To work with other schools in the MAT to share good practice in order to improve this policy.

## **3. Role of Weaver Trust**

- 3.1 Weaver Trust will ensure that each school implements the Governor Visits Policy.
- 3.2 Weaver Trust will provide guidance and support for LECs on visiting schools.

## **4. Role of the Local Education Committee**

- 4.1 The Local Education Committee will:

- Nominate a governor to take responsibility for organising, with the Headteacher and Chair of the LEC (if they are not the nominated governor), a programme of planned governor visits to the school.
- Delegate powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy.
- Ensure that each individual member of the LEC complies with this policy and is included in the programme of visits.
- Link visits to curriculum areas, key stages or aspects of the school development plan as agreed and share this with staff.
- Work with the staff to ensure that visits are productive and impact school development.
- Ensure written reports are prepared following a visit and shared via LEC meetings.

## **5. Role of the Headteacher**

### **5.1** The Headteacher will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy.
- Work with the nominated governor to plan an effective programme of visits.
- Provide guidance, support and training to all staff.

## **6. Role of the Nominated Governor**

### **6.1** The Nominated Governor will:

- Ensure this policy and other linked policies are up to date.
- Ensure that everyone connected with the school is aware of this policy.
- Ensure appropriate paperwork is available for governors.
- Co-ordinate the feedback of governor visits.

## **7. Role of School Personnel**

### **7.1** School personnel will:

- Comply with all aspects of this policy.
- Provide information on curriculum areas, key stages or aspects of the school development plan as agreed.
- Work with the LGB to ensure that visits are productive and impact school development.

## **8. Guidelines for School Visits**

### **8.1** Governors are reminded that:

- They must be courteous and considerate at all times respecting the professional roles of the Headteacher and school personnel.
- Prior to the visit they will confirm with the Headteacher the date, time and focus of the visit, and a time for discussion after the visit.
- On the visit they must be punctual, wear a visitor or governor badge, observe any class guidelines/rules, fulfil agreed purpose, thank the Headteacher, teachers and pupils.
- After the visit they will discuss what they observed and clarify any points about which they are uncertain and write a brief report for presentation at a future LEC meeting using the proforma provided (please refer to Appendix 1).

- They should never turn up at the school unannounced, interrupt the class/es and leave without discussing their visit.

8.2 During a visit, governors should look for:

- How pupils respond to the teacher, Headteacher or any other visitor to the class.
- How friendly and relaxed are the pupils.
- How concentrated are the pupils on their work
- Do pupils understand and can they articulate what they are learning.
- The behaviour of the pupils.
- The school and class environments.
- Pupil groupings.

8.3 The end of visit report must:

- Follow the proforma.
- Be informative.
- Be to the point.
- Not include pupil names.
- Set out the objectives of the visit.
- Indicate if the objectives were met or not.
- Focus on what was actually learnt about the school.
- Contain statements of fact of what was observed.
- Contain information to assist decision making and evaluation.
- Must not contain judgments on the quality of teaching when observing lessons.
- Form part of the governors’ monitoring role.
- Be sent to the Nominated Governor for circulation.

## 9. Review

9.1 In the current climate, the Trustee Board will review this policy regularly to assess implementation and effectiveness. The policy will be promoted and implemented throughout the Trust. It is recognised that this policy may need to be adapted in light of new Government guidance.

Approved by:

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**Chair of Trust**

**CEO**

Date:

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<b>Visiting Governor:</b>	
<b>To see:</b>	
<b>Reason for visit:</b>	
<b>Date of visit:</b>	<b>Time in</b> <b>Time out :</b>

<b>Area of Monitoring and link to SSDP/SEF/OFSTED</b>	
<b>Action plan (if appropriate)</b>	
<b>Has well-being been considered as part of this visit? Yes/ No</b>	
<b>Actions:</b>	<b>Completed by:</b>
<b>Review/Impact:</b>	<b>Completed by:</b>

<b>Visiting Governor:</b>	<b>Co-ordinator:</b> (if appropriate)	<b>Headteacher:</b> (Prior to presentation to Local Education Committee)
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