



Castle Manor Academy

Governor Monitoring Visits Policy 2020-21

Date Approved	September 2020
Signed	(Chair of Local Governing Body)
Name	J Dawkins
Minuted	September 2020
Date of Next Review	Sep 2021

COVID UPDATE

It is understood that the current situation makes school visits and procedures in place for them vital.

Governor visits will take place over TEAMS if they can- such as visits for data based conversations. It is also understood that to fulfil the role governors will need to visit school.

Visits on to site will be by prior arrangement and only take place if the school is not experiencing any outbreak of COVID and if the incidence in the area is low. Social distancing of 2m+ and masks shall be worn by the visitor in communal areas.

The links governor roles that will be in place for the 2020-21 academic year are

1. Safeguarding and Looked after Children
2. Pupil Premium
3. SEND (including the provision for the new SEND Unit- The Arch)
4. Health and Safety
5. Quality of education
6. Behaviour and attitudes
7. Personal development
8. Leadership and Management
9. Bucket 2 subjects

Contact list

Area	Link Governor Details	Leadership Team Details
Safeguarding and Looked after Children	Justine Dawkins	Vicky Horne VHorne@castlemanor.org.uk
Pupil Premium	Teri Putnam	Vicky Horne VHorne@castlemanor.org.uk
SEND (including the provision for the new SEND Unit- The Arch)	Rachel Johnson	Jen Beaton JBeaton@castlemanor.org.uk
Health and Safety	Paul Cummings	Vanessa Whitcombe VWhitcombe@castlemanor.org.uk
Quality of education	Vicky Hogg	Teaching and learning Ann Grimstone AGrimstone@castlemanor.org.uk Curriculum Vanessa Whitcombe VWhitcombe@castlemanor.org.uk Data and Assessment Louise Cassels LCassels@castlemanor.org.uk
Behaviour and attitudes	Kirsty Franks	Tom Hughes THughes@castlemanor.org.uk

Personal development and wellbeing	Tony Humphrey	Vicky Horne VHorne@castlemanor.org.uk
Leadership and Management	Justine Dawkins	Vanessa Whitcombe VWhitcombe@castlemanor.org.uk
Bucket 2 subjects	Humanities and Languages Teri Putnam Science Paul Cummings	Vicky Horne VHorne@castlemanor.org.uk

Context

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school. Undertaking visits demonstrates the Governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress. The Governors visits programme is an integral part of the school's yearly monitoring calendar. A Governor is encouraged to make at least one visit a year during school time and governors will often monitor an area of the School Development Plan in pairs in accordance with the agreed timetable.

Visits enable Governors to:-

- See the school at work and observe the range of attitudes, behaviour and achievements
- Get to know the staff and demonstrate their commitment to the school
- Give active support to the staff and the activities of the school
- Be aware of the effect of change and different approaches to teaching and learning
- Evaluate resources and discuss with staff further requirements
- Gain first hand information to assist with policy making and decision taking
- Work in partnership with the staff

Before making a visit Governors will

- Contact the Headteacher and agree a date, time and focus for the visit
- Clarify the etiquette, courtesies and expectations for the visit
- Plan which classes will be visited
- Draw up a timetable for the visit with the Assistant Headteacher or subject-coordinator
- Assistant Headteacher and/or the subject coordinator ensure that all staff are aware of the visit and the expectations on them.

On the day of the visit the Governor will remember to:-

- Arrive on time and clarify the timetable with the Assistant Headteacher/subject coordinator
- Act as an observer and only participate in the class at the invitation of the teacher
- Respect the professionalism of the teacher, supporting but not interfering
- Be calm and enjoy the visit

After the visit the Governor will:-

- Remember to thank the teachers and children
- Meet with the Headteacher to give a verbal report, and to raise any issues that arose
- Complete the Governor Visit Proforma, reporting on the focus. The completed form should be given to the Headteacher and then, after any possible alterations, the form will be circulated to the governing body and staff
- Governors must report without giving opinions and where possible individuals should not be able to be identified.

It is important to remember that visits are a snapshot in time, and judgements should not be made arbitrarily. **The visit is not about:-**

- Inspection
- Making judgements about the professional expertise of the teacher
- Checking on your own children
- Pursuing a personal agenda
- Arriving with inflexible pre-conceived ideas
- Governors need to be mindful of confidentiality issues and will not discuss the monitoring activities outside the governing body.

Governors are an important part of the school team and are welcomed into the school by staff. It is important that Governors remember to respect the professionals and the children, support the Headteacher and the staff, and acknowledge that they represent the full Governing Body. If the agreed principles and procedures are followed then Governor Visits will be an enjoyable experience for all involved, and will result in effective monitoring by the Governing Body, which will contribute to school improvement.

Governor areas of responsibility

The Governing body will identify areas to allocate link governors for during the improvement planning process and in the first meeting of the academic year.

Frequency of visits

It is expected that Governors visit the school at least termly and report back on their identified area.

Appendix A:

Castle Manor Academy
Governors Visit Record

Name:	Gov. Responsibility:	Date:
Staff / class visited:		
Information gathered from: (please tick as appropriate)		
Attending an assembly	<input type="checkbox"/>	Meeting with the subject co-ordinator
Looking at children's work on display or in their books	<input type="checkbox"/>	Meeting with SENCO
Talking to children about their work	<input type="checkbox"/>	Looking at resources
Talking to teaching staff	<input type="checkbox"/>	Looking at the buildings, décor and contents
Talking to non-teaching staff	<input type="checkbox"/>	Climate Walk
Attending playtime or lunchtime	<input type="checkbox"/>	Attending a staff meeting
Meeting with the Headteacher	<input type="checkbox"/>	Other
Objectives of Visit / Focus (eg Ofsted Objectives / Key Issue/Development are on SDP / Termly Plan):		
1. 2. 3.		
Brief notes / Points relevant to objectives:		

Evidence of School Values/SMSC seen in school

Professional Resilient Optimistic Understanding Driven
Democracy Rule of Law Individual Liberty
Respect/Tolerance of different faiths/beliefs

Please briefly outline the context

Up to three positive comments relevant to the visit focus

- 1.
- 2.
- 3.

Points to take forward for discussion at the Governing Body Meeting:

Received and discussed with the Headteacher

Date:

Received by the Governing Body

Date:

Follow up action as a result of this visit: