



Castle Manor Academy

Governor Monitoring Visits Policy



Date Approved	September 2019
Signed	(Chair of Local Governing Body)
Name	Justine Dawkins
Minuted	
Date of Next Review	September 2020

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:-**

Professional **R**esilient **O**ptimistic **U**nderstanding **D**riven

- 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				Meeting with the subject co-ordinator	
Looking at children's work on display or in their books				Meeting with SENCO	
Talking to children about their work				Looking at resources	
Talking to teaching staff				Looking at the buildings, décor and contents	
Talking to non-teaching staff				Climate Walk	
Attending playtime or lunchtime				Attending a staff meeting	
Meeting with the Headteacher				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: