



## Governors School Visits Policy

POLICY TYPE	NON-STATUTORY
OWNER	HT
APPROVING COMMITTEE	P&S
REVIEW EVERY	3 YEARS
APPROVED BY	
POSITION	
DATE	<i>31<sup>st</sup> October 2017</i>

## **VISION STATEMENT**

A school where:

- The uniqueness of individuals is respected and valued.
- The staff provide a safe and nurturing environment which supports children to approach their learning with an enquiring mind, courage and perseverance.
- Children's continually evolving needs are identified and they are equipped with the skills and motivation to succeed.
- All achievements are recognised and children learn to value their own successes.

All within the loving support of our Lord Jesus Christ

St Christopher's CE Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

## **PURPOSE**

Governing bodies have a statutory responsibility to monitor and evaluate the effectiveness of the school and its curriculum. We believe at St Christopher's that visiting the school environment is one of the ways in which this can be achieved.

Governors are linked to school development foci or monitoring focus areas.

## **THE BENEFITS OF SCHOOL VISITS AND FIRSTHAND OBSERVATIONS:**

We believe that visiting the school environment is beneficial in helping the governors:

- Recognise and celebrate success within the school,
- Develop good relationships with staff,
- Get to know the pupils at the school,
- Understand the environment in which our teacher's teach,
- See policies and schemes of work in action,
- Inform decision making,
- Find out what resources are needed and help set priorities for School Improvement Planning

## **SCHOOL VISITS AND FIRSTHAND OBSERVATIONS ARE NOT:**

- A form of inspection which makes judgments about the professional expertise of the teacher.
- An opportunity to pursue personal agendas or a chance to check the progress of one's own children.

## PROTOCOLS OBSERVED

- Governors have read and agree to the code of practice (Appendix B)
- The timing and purpose of the visit is agreed with the Headteacher.
- If the visit is to include time in classrooms:
  - Class visits will be unannounced.
  - Without prior agreement, governors will not visit classrooms where their children are being taught.
  - Governors will be escorted by the Headteacher on their first classroom visit.
  - Where possible the visiting Governor is introduced to the children.
  - During lessons the Governor follows class guidelines/rules and care is taken not to interrupt the teacher as the lesson progresses. Governors may be asked to join in with the lesson and this may take the form of working alongside a group of children within the classroom for a short period of time. If the pupil asks how to do something the Governor refers back to the teaching highlighted at the beginning of the lesson. Other strategies used include asking the child how they would find the solution themselves or to ask someone else in the group. Otherwise children are referred to the class teacher.
  - Time is taken to discuss the findings of the visit and the report sheet (Appendix A) is shared with the member of staff, Headteacher and governors.

## PROGRAMME OF VISITS

A program of visits is set up by the Governing Body in line with the School Improvement Plan. Thought is taken to spread the visits over the year, so as not to become too burdensome for Governors and Staff alike.

## FEEDBACK

Once appropriate feedback has been agreed by the Headteacher the governor's report will be shared with all governors. Some evidence may be relevant for the Self- Evaluation Process. All notes made by the Governors on their visits must be handed to the Headteacher for filing in the office.

**St Christopher's CE Primary School**  
**GOVERNORS' VISIT REPORT FORM**

<b>Name:</b>	<b>Area (responsibility):</b>	<b>Date:</b>
<b>Staff/area visited:</b>		
<b>Objective(s) of visit:</b>		
<b>Brief Notes:</b>		

<b>Comments:</b>	
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<b>Follow up actions/issues to address:</b>
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Signed:

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Headteacher

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Governor

\_\_\_\_\_

Staff member

<b>Comments for Newsletter :</b>
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GOVERNORS' CODE OF PRACTICE

Introduction

The purpose of the Code is to enable individual governors to have a clearer understanding of their role.

People who become school governors make a positive contribution by giving time and bringing their experience to help with the school improvement.

This Code has been agreed by the Oxfordshire Governors' Association (OGA) and the Oxfordshire Heads' associations (OSSHTA, OPHTA, OASSH and Nursery Head teachers)

Individual Governors should:

- a) Support the aims and objectives of the school and safeguard the interests of the school and its students in the wider community;
- b) Support and promote appropriate partnership and collaboration with other schools in the area. The Local Education Authority and, where applicable, Dioceses;
- c) Work co-operatively with other governors in the best interests of the school and attend meetings of the full governing body and committees regularly;
- d) Support the work of the governing body by reading paperwork relevant to their meetings and taking an active interest in the life of the school;
- e) Acknowledge that differences of opinion may arise in discussion of issues, but, when a majority decision of the governing body prevails, it should be accepted. Governors should not dissociate themselves from decisions of the governing body. It is not intended that this should necessarily stifle wider debate but, dissent must not risk damaging the reputation or authority of the governing body;
- f) Base his or her view on matters before the governing body on an impartial assessment of the available facts;
- g) Take due account of views of parents, pupils, staff and other interested parties;
- h) Acknowledge that the day-to-day management of the school and implementation of plans and policies of the governing body is the responsibility of the headteacher and other senior managers of the school;
- i) Understand that an individual governor has the right, only when the Chair (or Vice Chair if the Chair is absent) and governing body have given their agreement, to make statements or express opinions on behalf of the governors.
- j) Governors should be encouraged to feedback information about governing body decisions (but not individual views) to those who elected or appointed them.

- k) Resist any temptation or outside pressure to use the position of governor to benefit himself or herself or other individuals or agencies;
- l) Declare openly and immediately any personal conflict of interest arising from a matter before the governors or from any other aspect of governorship. (Complete a Declaration of Interest annually);
- m) Respect the confidentiality of those items of business which the governing body decides from time to time should remain confidential;
- n) Take or seek opportunities to enhance her or his effectiveness as a governor, through participation in training and development programmes and by increasing his or her own knowledge of the school;
- o) Have regard to her or his broader responsibilities as a governor of a public institution, including the need to ensure public accountability for the actions of the governing body.