



Churchfields
The Village School

Atworth ∞ Monkton Farleigh

GOVERNOR VISITS POLICY

Approval Date:	Autumn 2020
Review Date:	Autumn 2023

[Philippians 1:6](#)

And I am sure of this, that he who began a good work in you will bring it to completion at the day of Jesus Christ.

Governor Visits - Policy and Procedures

Churchfields the Village School is one school at the heart of two communities, inspiring learners to become...

Reflective - Resourceful - Resilient

Governor visits may take the form of

- A learning walk
- Meeting with staff or headteacher
- Meeting the children
- Collective Worship or an event such as Sports Day, play or church service

School visits need to be made by prior arrangement with the headteacher and staff member.

Your Tool-kit

To support you in your work you should have access to the following:

- Curriculum Policy, Behavior Policy and Teaching and Learning Policy.
- Talking to children in the classroom
- Talking to staff at the school
- Maths and Literacy Link governors should be familiar with whole school performance data (ASP and FFT)
- Benefits for ...(Appendix 1)
- Practical ideas (Appendix 2)
- Report form
- Child Protection Policy

The Process

Step 1. Pre visit preparation

Arrange date and time with the headteacher who will liaise with relevant staff.
Agree a purpose for the visit.

Step 2. The visit

Observe school and class protocols and guidelines.
Sign in and out of school and be aware of safeguarding procedures.

Step 3. Conclusion and write up

Thank the teacher, teaching assistant and pupils.
Write up your visit report and send a copy to the Headteacher who will then forward it to the relevant member of staff and clerk to governors.

The Outcome

You will have an overview of expectations for the pupils and know the strengths and weaknesses of the school in this area and be able to report on what is being developed to build on the strengths and develop the weaknesses.

Appendix 1

Benefits for

The Governors

- To recognise and celebrate success.
- To develop relationships with staff.
- To get to know the children.
- To recognise a range of teaching styles.
- To understand the environment in which teachers teach and children learn.
- To see policies and schemes of work in action.
- To see resources used and find out if more resources may be required.
- To inform decision-making.

The Teachers

- To be sure governors understand the reality of the classroom.
- To get to know the governors.
- To understand better the roles and responsibilities of the governors.
- To have an opportunity to explain and reflect on their practice through discussion.
- To discuss the development of their subject area.
- To discuss the resourcing of their subject area.

Appendix 2

Practical ideas:

Five things not to do

- Make judgments about the quality of teaching.
- Check on the progress of own child or children.
- Pursue personal agendas.
- Monopolise teachers' time.
- Arrive with pre-conceived ideas.

Five things to do

- If applicable, talk to the children about what they are doing and what they like about school.
- Talk to the teaching assistant if they are present and available.
- Look at the displays, work in books and classroom/school environment.
- Consider how practice relates to policy.
- Thank the members of staff and the children.

English and Mathematics

- Be aware of the Analyse School Performance (ASP) data. This will help you to view the school's achievement and attainment in relation to national results.



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Link Governor Visit Report Sheet

Name of link Governor and area of responsibility:
Details of visit / meeting:
Agreed objectives for the visit/meeting:
I noticed this happening from the policy:
Key questions to raise from the visit:
Notes on any follow-up visits/meetings to be arranged:
Please ensure copies of all reports are sent to the Headteacher who will forward it to the relevant member of staff and clerk to governors.