

Community Primary School Hampshire



Governor Visits

Adopted on:	March 25
Signed on behalf of the Governing Body	Mrs B Read Chair
Review Date	March 27

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

1. Governor Visits

Governor visits take several forms:

- Formal monitoring visits carried out with specific reference to a school improvement priority identified in, e.g., School Improvement Plan, Pupil Premium Plan, the Sports Funding plan, The Annual Safeguarding Plan, and the Annual Monitoring Overview.
- Formal monitoring visits carried out to fulfil the Governing Body's statutory responsibilities including reviews of safeguarding, budget/finances, health & safety and performance management.
- Formal visits to monitor the use of and impact of Pupil Premium Funding and Sports Funding
- Pupil Conferencing – including meeting with individual pupils/groups of pupils (or the School Council as representatives of the pupil body) to gather evidence of the impact of school initiatives/interventions, the impact of improvement plans etc.
- Attendance at "Outcomes" events such as class assemblies and exhibitions at which the outcomes of an area of work/topic/educational visit are presented and celebrated
- Attendance at Parents' evenings/Parent and Governor meetings including parent coffee mornings.
- School events including fairs, concerts, plays, P.E. showcases, etc.

Through our programme of governor visits to Cherrywood Community Primary School we aim:

- To recognise and celebrate success
- To develop good working relationships between staff and governors
- To improve governors' knowledge of the school, the curriculum, and its delivery
- To support governors in their individual roles
- To assist the governing body in fulfilling its statutory roles
- To assist with understanding the effectiveness of the school improvement priorities and help identify priorities for future plans
- To provide first hand evidence of the implementation of and impact of the School Improvement Plan and other strategic plans/initiatives aimed at improving outcomes for pupils, and
- To provide first hand evidence of the effective use of Pupil Premium Funding and Sports Premium Funding

2. Frequency and timing of visits

- Each Governor should aim to make at least one formal visit per year. Additional visits are encouraged and can be made by appointment with the Headteacher.
- Individual governors should arrange visits through the Headteacher giving at least a week's notice for any formal visit. The intention of the visit should be shared and agreed with the Headteacher who will advise the class teacher and other members of staff of the visit and its remit. As teaching and learning take priority, the date and time of any visit may be altered if it would unduly interfere with planned activities. A start time and feedback time will also be agreed in advance.
- Each visit should have a specific focus as identified by the School Improvement Plan, the Pupil Premium plan, the Overall Strategy plan or be in relation to either a specific initiative, monitoring in

relation to safeguarding, finance or other statutory responsibilities, or to attend a school event, and as agreed with the Headteacher.

- Where Governors have additional specific responsibilities (for example in relation to SEND/Inclusion, EYFS) they will visit to gain an understanding of the pupils' learning and outcomes in the relevant areas/subjects in addition to any specific objective arising from one of the plans or programmes noted above and can take place at the same time as or independently to one of those visits.
- All new governors will be offered an introductory visit soon after their appointment to the governing body as part of their induction process.
- Governors will be given notice of events and governors are encouraged to attend so that where possible all events have a governor representative.
- Governors should prepare for the visit and have researched the focus area.
- Governors may take notes during the visit to support the production of a formal report. No personal details or other confidential information should be included in the report (e.g., names of children). Governors are required to comply with the school's Data Protection Policy.
- Following visits, informal feedback will be given to the Headteacher, following which a formal visit report (see attached) will be passed to the Headteacher. The content of the report may vary depending on whether it relates to a formal monitoring visit or attendance at a school event such as a coffee morning.
- All governors must sign the Visitors Book each time that a visit is made and wear a Governor's badge. They will adhere to the school's Safeguarding procedures when visiting.

3. Format for visits

- Prior to a monitoring visit Governors will agree with the Headteacher and/or the relevant staff link (if asked to do so by the Headteacher) the timings and format of the visit including who will participate in the meeting (staff/pupils), whether they wish to look at books/pupil work, carry out a learning walk and/or carry out pupil conferencing. If the visit includes attending classrooms whilst lessons are on-going, Governors may need to speak to pupils about the learning or look at their work/books, but Governors should not disrupt the lesson in progress.
- Governors will maintain confidentiality in relation to the information gained during a visit and will not disclose individual children's names or other personal information gained on such visits other than to the Headteacher or other governors in Governors' meetings.
- The Headteacher will meet with the visiting governor(s) to review the focus of the visit and clarify any queries. Areas of concern will not be raised with the class teachers or other members of staff but discussed only with the Headteacher and Deputy Head teacher (as necessary). The outcome of this discussion may be referred to in the report briefly.
- The governor will complete a monitoring report and forward it as soon as possible to the Headteacher before it is shared with other Governors and relevant staff members.

When governors visit classrooms it is not appropriate to:

- Make judgements about the quality of teaching
- Check on the progress of their own children
- Pursue personal agendas
- Monopolise the teacher's time
- Arrive with inflexible pre-conceived ideas.

4. Report

- The monitoring report will be in the format attached.
- It must be objective and avoid making comments which appear that governors are making judgements on the quality of teaching, or which are judgmental and may be open to misinterpretation. The report must be approved by the Headteacher (in terms of establishing factual accuracy), then put by the governor on the Governor Hub directly or via the Clerk, and other governors and the Clerk notified, so that the Clerk can add it to the agenda for the next governing body meeting (all reports to be tabled for discussion).

Governors are encouraged to produce a short Governor's Chat in relation to both formal monitoring visits and attendance at school events which will be shared with the wider school community as a means of evidencing more widely the work that Governors are doing. Again, this should be shared with the Headteacher first. Once approved (for factual accuracy) the school will post on the school website and place a copy on the Governors' Board.

5. Governors Helping in the classroom/school

Any governors helping in the classroom, e.g., with reading or classroom activities, are not there in their capacity as governors and the procedure in relation to formal visits does not apply. The governor will be treated as any other volunteer and must comply with the school policy in relation to volunteers. The governor will undertake only the work required by the class teacher/Headteacher or other member of the SLT and shall not treat their attendance as a monitoring visit.

A governor attending the school as a classroom helper should not:

- use this as an opportunity to pursue a personal agenda or check the progress of the governor's own child, and will:
- maintain strict confidentiality in relation to any information obtained as a result of this attendance
- report to the Headteacher only as soon as possible any concerns that may arise.

6. Attendance at School Events

- Governors are encouraged to attend school events such as performances, concerts, fairs and other fund-raising activities. Governors should notify the Headteacher in advance of their intention to attend such events and ensure that they wear a governor's badge. Governors should produce a Governor Chat report following such visits and report on their attendance at the next Governing Body meeting. Any concerns or queries arising as a result of such attendance should be raised with the Headteacher only as soon as practicable after the visit.
- Governors are encouraged to attend "Outcomes" events such as class assemblies and exhibitions and should notify the Headteacher or Deputy Headteacher of their intention to attend. Governors are required to complete a formal report, in addition to a Governor Chat, as these events give Governors the opportunity to talk to pupils about their learning, see the impact of school initiatives/areas of focus in the work on display, and to engage with parents. Governors may comment on these in their reports. These reports should be produced and distributed in accordance with the procedure for formal visit reports.

- Governors may be given the opportunity to attend appropriate staff training events to widen governors' knowledge and understanding of matters which are relevant to the governors fulfilling their statutory or additional responsibilities. Such invitations are at the Headteacher's discretion.
- Governors who actively participate in school events such as leading Assemblies are not there primarily in their capacity as Governors and are not carrying out formal monitoring. Accordingly, no formal visit report is required. Governors should provide a short verbal report at the next Governors' meeting and complete Governor Chat (see para. 1 above).

7. Meetings with Staff

The school recognises that it is useful for Governors to meet with staff outside of formal class room visits to give staff the opportunity to discuss informally with governors' matters which are relevant to the fulfilment of governors' statutory duties. Subject to the agreement and convenience of the staff, one or two governors will meet with staff at least once each year and more often if the staff agrees this is appropriate or necessary. Such meetings will be arranged via the Headteacher.

Date adopted: 24 March 2025

Date to be reviewed: May 2027

Signed by: Betty Read – on behalf of Governing Body

Appendices

Appendix A: Governor Monitoring Feedback report pro-forma

Appendix B: Prompts for Governor Visits

Appendix A

Governor Monitoring Report Form

Name of Governor completing monitoring	
Date of visit	

Monitoring visit concerning	Strategic Plan / School Improvement Plan Safeguarding Disadvantaged pupils / pupil premium strategy SEND pupils Sports funding
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SIP Priority	1. Quality of education – all groups of children have robust knowledge and skills across the curriculum, make good progress and achieve well 2. Behaviours and attitudes – all children demonstrate a commitment to learning showing resilience to challenge and respect for themselves and others 3. Person development – all children experience rich curriculum opportunities which enable them to look beyond themselves, ask big questions and think globally about life. 4. Leadership and management – all staff have improved subject and pedagogical knowledge through leaders' clear and ambitious vision and implementation of professional development 5. EYFS quality of education – all children have robust knowledge and skills across the curriculum, make good progress and achieve well.
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Purpose of visit <i>i.e. what do you want to see, who do you want to talk to</i>	e.g. pupil conferencing with KS1, book look with KS2, data monitoring, SFVS check on petty cash, learning walk in EYFS, safeguarding check of SCR, meet with maths subject lead
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Observations, considerations and questions	
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'Unplanned discoveries'	
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Follow up	People Involved	Deadline

Date of report	
Considered by FGB on	

Appendix B

Prompts for Governor Visits

Possible areas of focus

- Specific issues in school improvement plan as identified in School Improvement Plan and/or Governor monitoring programme
- Monitoring of specific project not covered by SIP as agreed at governors' meeting
- Monitoring to ensure compliance with Foundation Early Years requirements

Suggested prompts for discussions with pupils

- What are you learning about today?
- Please explain to me what you are doing?
- What is your learning objective?
- What do you enjoy most about what you are learning today?
- What have you done today that you are proud of?
- How do you know when you have done a good piece of work?

Suggested prompts for discussions with teachers

- What are you trying to achieve with this lesson/class? How do pupils tackle the work/objective, what is teacher's role/involvement or that of other adult helpers?
- What is going well?
- Have you any concerns?
- How is the work differentiated for all abilities? If there are specific groups of children on whom there is a specific focus e.g., Pupil Premium, SEND or the more able consider asking about how work is tailored to meet their needs.
- Ask questions about specific areas of focus e.g. if monitoring the impact of a literacy programme, ask about usefulness of materials, what teacher/children find most useful, ask for specific examples of impact on children etc., are their implications for way class room is used, resources – both materials, equipment, and staffing
- What are next steps?