



## Broughton Hall Catholic High School

### GOVERNOR VISITS POLICY & GUIDELINES

**BROUGHTON HALL CATHOLIC HIGH SCHOOL** acknowledges the importance of governors visiting school as a vital tool in ensuring that the Governing Body can evaluate the impact of their plans and policies on the day to day operation of the school, raise their awareness of life in the classroom and develop positive relationships between teachers, staff and governors, fostering a sense of partnership.

Governors are not inspectors and are visiting to gain knowledge or to monitor the development of items on the School Development or Improvement Plan. Governors are asked to record their visits as evidence for any subsequent Ofsted inspections.

Every Governing Body has a statutory responsibility to establish and monitor its school's policies and evaluate the effectiveness of the school and its curriculum. School Governors are also held to account for their own school's performance.

Ofsted assumes that Governors know the strengths and weaknesses of the school and will test that assumption during a school inspection.

#### **WHY VISIT?**

##### **Visits enable Governors to:-**

- See the school at work and observe the range of attitudes, behaviour and achievements.
- Get to know the staff/pupils and give active support and build positive relationships.
- Be aware of the effect of change and different approaches to teaching and learning.
- Evaluate resources.
- Gain first-hand information to assist with policy making and decision taking.
- Work in partnership with the staff.

##### **Before making a visit Governors will need to:-**

- Contact the Clerk to Governors to discuss a date, time and the focus for the visit.
  - The Clerk to Governors will liaise with the Director of Learning for the subject area who will ensure that all staff are aware of the visit and the expectations on them.
- Please Note: Any Teacher under a capability process will not be visited.

##### **What are Governors' visits NOT about?**

- Visits to classrooms are not a form of inspection in terms of making judgements about the professional expertise of a member of staff, especially with regard to the quality of teaching.
- Checking on the progress of their own children.
- Monopolising staff time.
- Pursuing personal agendas or issues.
- Visits do not form part of the Appraisal and Capability Policy process (this replaces the current Performance Management procedures).

## ROLES AND RESPONSIBILITIES

A number of Governors are already linked to particular areas such as:-

Literacy
Numeracy
Special Educational Needs
Safeguarding
Pupil Premium

In addition to this, we aim to link most Governors to a subject area they have a particular interest in. This should enable Governors to build up a relationship with the Director of Learning for that subject and be invited to any events/celebrations which may arise in that area.

Additional subject areas could include:

RE	Geography	Art & Design	Maths
History	English	Food Technology	ICT
Science	Performing Arts	Languages	
Business Studies	PE	Psychology	

## PROVIDING FEEDBACK

A governor visit **pro** forma should be completed as soon as possible after the visit. It should reflect the focus of the visit.

The report should be sent to the Clerk to Governors who will copy the report to the Head Teacher, Deputy Head Teacher(s) and Director of Learning or Subject Leader.

## AND FINALLY.....

**It is hoped Governors will:-**

- Enjoy visits to school.
- Encourage other governors to visit.
- Remember that as well as being a duty and a pleasure it is a privilege to go into a school.

## SUGGESTIONS.....

**Governors could:-**

- Acknowledge their appreciation by sending a thank you note or card to the Director of Learning/ classes visited to show appreciation for the visit.

## POLICY REVIEW

The policy should be reviewed every two years, with the key questions on review being:

- Has every Governor visited at least one lesson during the year?
- Has each Governor made links with their allocated class?
- Has every Governor had a conversation with the subject leader they are linked to?
- Are our visits achieving the potential benefits identified in this policy?
- Have there been any unexpected benefits?
- How can we make policy and practice even better?

**Broughton Hall Catholic High School****Governor Visit Pro Forma**

<b>Name of Governor</b>	
<b>Date of Visit</b>	
<b>Classes/Staff Visited</b>	
Focus of visit e.g. talking to staff & pupils, looking at resources etc.	
What were the key points from your visit today?	

How do you feel this visit has helped you to develop your role as a Governor?

Are there any further points you wish to bring to governors' attention?