



Together we love to learn  
and learn to love

## **St Mary's CE Infant School**

### **Governors Visit Policy**

#### **Introduction**

The principal functions of the Local Governing Body (LGB) are as laid down in the Governor Code of Conduct. In carrying out these functions Governors will draw on a range of evidence, and one source of information is their own visits to the school. This policy applies to visits to the school made for the purpose of governance, and not to visits made in other capacities, for example as parents.

#### **Purpose**

All Governor visits will have a clear purpose that has been agreed beforehand with the Headteacher and that is linked to the strategic priorities of the school as determined by the LGB.

Such visits will be arranged with adequate notice through the Headteacher and agreed with relevant members of staff.

Governors may visit the school in order to:

- familiarise themselves with the school: its people, practices, routines and the environment in which members of the school work;
- inform decision making;
- identify what resources are needed and how they are being used;
- monitor policies in action;
- attend school events, such as acts of collective worship;
- share their expertise and knowledge.

It is not the role of Governors to form judgements about either the professional performance of school staff, nor about the progress and attainment of individual children, and they will make every effort to avoid giving this impression.

#### **Frequency**

While the school welcomes visits by Governors, it must be remembered that such visits do make additional demands on members of staff, and it is expected that Governors would not usually

undertake more than one or two formal visits in each long term. This does not, of course, include visits to school events.

## **Conduct**

During visits Governors will:

- comply with the Governor Code of Conduct and will present themselves in a way that would be appropriate for a member of staff;
- observe discreetly;
- get involved in a lesson activity if invited by a teacher but will not intervene or interrupt;
- show an interest and ask questions while being careful not to monopolise the teacher's time;
- when appropriate and having established with the teacher that the timing is convenient, talk to the children, ask them questions and obtain their views;
- thank the children;
- thank the teacher for the visit and agree a time if a feedback is appropriate.

## **After the visit**

The Governor will feedback with the Headteacher at a mutually agreeable time not later than one week after the visit. The Governor will have completed the visit feedback form by the same time. This form will be filed in the Headteacher's office, and will form the basis of a report by the Governor to the next LGB meeting.

## **Confidentiality**

Confidentiality should be adhered to regarding visits, as with all the work of Governors. Comments should only be made to the Headteacher and not to other staff or to parents. Individual children or staff members (other than a member of staff involved with the visit) should not be identified in school visit reports.

**St. Mary's CE Infant School – Governor Visit Form**

<b>Date: Time:</b>	<b>Name of Governor:</b>
<b>Governor role / responsibility:</b>	<b>Staff seen during visit:</b>
<b>Class(es) visited:</b>	<b>SIP Priority:</b>
<b>Preparation/background to visit (e.g. reading policy, discussion with Headteacher etc):</b>	
<b>Information gathered during visit:</b>	
<b>Things I liked:</b>	
<b>Items for clarification:</b>	
<b>Any identified area/s for Governor training:</b>	
<b>Any Other Information:</b>	

# COLLECTIVE WORSHIP EVALUATION

Theme:
Date:

How clearly was the theme communicated to all those present?	
Did any children play a particular part in the Collective Worship? If so - how?	
What were the references to the Christian faith/values? Were they clear to all?	
How did the music and song contribute to the Collective Worship?	
What were the opportunities for spiritual development i.e. reflection? What impact did it have?	
How did you benefit from the Collective Worship?	
Was the Collective Worship accessible to someone of no faith or a different faith?	

Feedback given on: (Date)

Feedback to be given to the Full Governing Body on: (Date)

Signed ..... Date .....