

WARBLINGTON
SCHOOL

GOVERNOR VISITS

Current document may be accessed under the policies tab at: www.warblington.hants.sch.uk

Document Control

Baseline Document	Comments/ Scheduled/Review Date	Action/ Reviewed by	Approved by the Governors
Spring Term 2014		Mrs J Vincent	Full Governing Body
	Spring Term 2017	Mrs J Vincent	Curriculum & Achievement Committee
	Spring Term 2018		

Document Owner: The Governing Body

Leadership Team member responsible: Mrs Julia Vincent, Headteacher



Warblington School is a UNICEF Rights Respecting School. By reflecting on the United Nations Convention on the rights of the child and placing it at the heart of everything we do, we believe that our community is working together to enable our students to take an active role in developing their place in society both now and as adults of the future (Articles 28 & 29).

We believe that our policies are supportive documents which enable us to put the education of our students at the forefront of our practice.

Introduction

- **The School has a clear vision of its purpose, a strong ethos and strategic direction.**
- **The Headteacher is carrying out her duties with regard to the educational performance of the School and its students.**
- **The money the School receives is well spent and its financial position is secure.**

In order to fulfil these responsibilities it is essential that Governors have first-hand experience and understand the “life” of the School. All Governors are warmly welcomed to visit the School. School visits enable Governors to:

- Demonstrate their commitment to the School.
- Recognise developments associated with the School Improvement Plan (SIP) and Department Development Plan (DDP).
- Appreciate the reality of the classroom.
- Appreciate what makes up the curriculum.
- Appreciate current teaching methods.
- Recognise and acknowledge achievements.
- Recognise and share in the celebration of success.
- Undertake their responsibilities with regard to buildings, equipment and grounds.
- Meet parents at calendared events.
- Develop a greater understanding and awareness of how the School operates on a daily basis.
- Participation in student voice activities.

When Governors visit the School they do so as a representative of the Governing Body not as individuals. Members of staff are always free to say that it is not convenient for a Governor to come in at any particular time. Governors are linked in pairs to a member of the Senior Leadership Team and consequently all the areas/departments they line manage should meet with their linked SLT member once per term and conduct subsequent visits to attached areas twice per year. Terms of Reference to guide these governor discussions with their attached member of SLT are set out clearly in Appendix B.

All Governors should sign in at the main Reception – this creates a record of the visit and acknowledges that they have seen the Health/Safety information. Governors should wear the School identification badge.

All Governors should write a Governor Visit Report (See Appendices A and B)

TYPES OF VISIT

There are two kinds of School visit - Informal and SLT/departments links Focused and each has an appropriate protocol with which Governors should show regard to.

I INFORMAL

- Assemblies.
- Helping with School functions, fund raising activities etc.
- Open Evenings, Parent and Curriculum Evenings.
- Specific Subject Curriculum Evenings.
- Year House and sports events and School trips.
- Meeting for Parents.
- Staff Meeting and Inset Days.

Every Governor should make informal visits as often as he/she can in addition to the ones that they are calendared to attend. The School Events Calendar is published in September of the academic year and Governors are requested to attend the events where possible allocated, where this is not possible they are asked to change the evening with another Governor and notify the Headteacher's PA. Please:

- Give apologies when unable to accept invitations.
- Give notice of their intention to attend functions when no specific invitation has been extended if they are to be present in the Governor role.

FOCUSED VISITS

SLT or department link meetings should take place termly and focus on the remit and impact of the SLT member. This will include meeting with the attached HOD or HOY. Focused visits will usually, although not always, be at the instigation of Governors and have a specific purpose deriving from a Committee Terms of Reference or a School Policy. Governors can also attend Departmental or Staff Meetings when invited to do so or as part of the Annual Conversation with Subject Leaders.

Department review visits come within this category and are subject to procedure guidelines as below. Governor/SLT meetings should be reported on at the following FGB meeting.

The Governing Body should:

- Keep a record of visits to ensure that individual staff and students are not overburdened.
- Ensure that proposed visits are for **agreed** purposes as derived from the Terms of Reference or School Policies.
- Ensure that as far as possible visits are shared amongst all Governors.
- Ensure that Governors have a clear understanding of the purpose of their visit and their responsibilities both during and after the visit.
- Ensure that Governors report back to the appropriate Committee or the Governing Body after a visit.

Individual Governors making a focused SLT and/or department visit should:~~visit should:~~

- Be aware of purpose and Terms of Reference.
- Agree with the Subject Leader or a Leadership Team member a convenient time for the visit and a plan of what they are going to do and how they are going to do it – ensure that the Subject Leader/Leadership Team Line Manager and the PA to the Headteacher are copied into any e-mails confirming the visit.
- Ensure that the relevant Teacher or Staff member understands the purpose of the visit.
- Wherever possible agree in advance a programme for the visit.
- Keep to the agreed visit programme.
- Agree upon the method and timescale of feedback to Governors, Head Teacher and Staff.
- Undertake feedback within agreed timescale – usually to take place at the next Full Governors with Chair of Governors' approval.
- Be prepared to make recommendations and expect to answer questions at Full Governors.

Department and Lesson Visits

Department visits by Governors can add immeasurably to Governors' understanding of the School, its students and Teachers **and give Governors, Subject Leaders and Teachers a sense of shared aims.**

The purpose of lesson visits is never to assess staff, but rather to gain understanding.

An observation check list might include:

- How the curriculum is delivered in practice.
- How students work together, extent of their involvement, resilience, independence and enjoyment.
- The purpose of the lesson and how it fits in with the scheme of work or bigger picture.
- What students actually do.
- Standards of student behaviour.
- Variety of resources available and used.
- How Subject Specific Support Staff/TAs LSAs interact with Teachers and students.
- How the classroom is organized.

If your visit includes a tour of the Department, please be aware of any Health and Safety issues that are of concern to the Subject Leader, or that you may notice. In line with your Health and Safety responsibilities, you may ask to see the Department copies of their risk assessments, and check that they are in date. Please let the Governor responsible for Health and Safety know that you have included this on your visit at the appropriate meeting or via e-mail.

To prepare you for the visit you may wish to update your knowledge of the Department by

accessing SISRA for data or by asking the Subject Leader for information in advance, such as department plans.

Governors undertaking classroom/Department visits should:

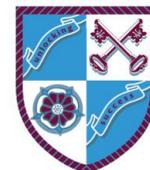
- Discuss with the **T**eacher the timing and purpose of the visit and agree the extent of involvement with students during the lesson.
- Use opportunities provided by the Teacher to talk to students both in lesson and during break time if the opportunity is available.
- Give praise where due and thank all at the end of the visit.
- If you observe anything that concerns you ask to see the Headteacher or Leadership Team Line Manager or refer to the Headteacher's PA where necessary.
- Provide feedback to the Subject Leader/Leadership Team Line Manager and inform the Subject Leader how you intend to report back to the Governing Body, ensure that the Department are aware of what you intend to tell the Governing Body.

Governors undertaking classroom visits should **NOT**:

- Sit at the back taking notes during lessons.
- Interfere with the organisation of the class.
- Try to talk to the Teacher while he/she is teaching.
- Make critical comment upon any actions of staff.
- Listen to any criticism of other staff.
- Voice personal opinions which may be interpreted as those of the Governing Body or make promises on behalf of the Governing Body.

MONITORING

This Policy will be monitored by the Headteacher and Governing Body who will take into consideration any concern expressed by Teachers or Staff consequent upon a Governor visit.



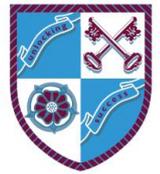
Appendix A

Governor Visit Report

To be completed as soon as possible following the Visit to School. A copy of the report to be e-mailed to the PA, Valerie Wrixon who will distribute to the Clerk and Governors. The Clerk will record the visit and the report will be filed by the Clerk for future OFSTED Inspections. The Headteacher will record as SEF evidence.

Name:	Date of Visit:
Focus of Visit Department familiarization Visit lessons Meeting with Subject Leader Review of CDP Review of DDP Follow up from previous visit (please specify) (select where relevant)	Lessons/Staff visited
Documents referred to prior to visit: CDP DDP Data on SISRA Other:	
Summary of activities e.g. visit to Department, talking to staff and students, looking at resources, etc.	

What have I learned as a result of my visit?	Positive comments about the visit
Health and Safety Observations	
Aspects I would like clarified/questions that I have:	
Feedback to the Subject Leader/Leadership Team Line Manager	
Ideas for future visits:	
Any other comments: Signed: (Governor(s)) Report Date:	



Appendix B

Governor/SLT Meetings

Date:

Present:

Agenda:

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Notes of Meeting	Actions (who/ when)
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•	
•	
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Terms of Reference to Guide Governor Discussions with their Attached Member of SLT

Purpose

To provide a consultative/discussion forum for individual members of SLT and their assigned Governors to monitor closely and critically in the spirit of challenge and support key areas of individual SLT responsibility and by thus enhancing governors' knowledge and understanding of the performance of the School permit them more *effectively to hold the leadership team to account*.

Objective

- To gain an improved understanding of senior leadership key responsibilities and their individual roles within the School and how this contributes to improving student outcomes, to raising student achievement and to improving the overall performance of the School.
- To understand where and how the roles, responsibilities and accountabilities of SLT members fit into the SEF, SIP and RAP etc., the better to enlarge Governors' understanding of their influence/impact on the key issue, as set out in the Governing Body Plan.
- To be a *Critical Friend* and effectively to support and challenge the Senior Leadership Team
- To better facilitate the timely exchange and dissemination of relevant information and general knowledge between SLT and FGB and throughout the School.

Intended Outcomes

- Improved and greatly enlarged understanding for the Governors, thereby helping them to become more effective in holding the Senior Leadership Team to account.
- Sharing of knowledge, insights and concerns within that area.
- Governors to act as a conduit for expressing concerns, if any, and to forward ideas to Head Teacher, Chair of Governors and/or Strategic Committee for further consideration.

Methods of Reporting

- Governors and SLT member to agree outcomes and wording of any recommendations.
- Further actions for implementation before next meeting to be agreed
- Areas for discussions for the next meeting also to be agreed
- And agreement is to be reached on which aspects, issues or other arisings from any individual SLT/Governor forum, if any, are to be taken formally to FGB for presentation, discussion and/or further action.