

Christ Church CEP Academy



Governors' Visits Policy

Approval date:

Review date:

The purpose of this policy

Governing bodies have a statutory responsibility to promote high standards at their school, and must monitor and evaluate its effectiveness in this respect. Through visiting our Academy, governors can get to know it better. The governing body is a corporate body and every governor will visit the Academy as a representative member of that body, not as an individual. An effective partnership between governors and staff, based on mutual understanding, benefits the whole Academy community. This policy will provide an agreed framework within which governors will plan and carry out their Academy visits.

Visit programme

The programme of visits will be organised by the Head teacher in consultation with the Chair. Visits will be planned yearly, focusing on the objectives in the School Development Plan. Visits will be planned in September for the coming year and agreed by all Governors at the first Full Governing Body or Strategy meeting in September/October.

Procedure for carrying out visits at Christ Church CEP Academy Folkestone

Before the visit

- Agree a mutually convenient time to visit with the teacher/member of staff concerned. Avoid stressful or busy periods in the Academy calendar
- Clarify the purpose of the visit and agree this with the Headteacher and relevant staff. Agree together how best to approach the identified focus to make effective use of everyone's time.
- Agree how you will be introduced to the children and young people and the extent to which you will be involved in any activity or lesson
- Agree a convenient time to discuss your lesson observation with the class or subject teacher. This will also be your opportunity to clarify any issues you are unclear about.
- Prepare for your visit by reading any relevant documents
- Ensure that you are aware of the core principles underlying the governor visits of our Academy.

Remember this is a visit, not an inspection. Governors are visiting to learn more about Christ Church Academy and to gather information to inform decision making by the governing body. It is not the governors' role to judge the quality of the teaching. Monitoring staff performance and the quality of teaching and learning is the job of the Headteacher.

- Remember that you are an invited guest.
- Be aware of, and adhere to, the Academy's Child Protection policies and procedures.
- Be punctual, sign in and wear a name badge.
- Try hard not to disrupt the normal working of the Academy by monopolising the teacher's time.
- Smile and listen. Try to relax and enjoy yourself.
- Think carefully about what you say and do. Remember that a visit by a governor can be stressful for staff. Be courteous, tactful, positive and interested. Avoid criticism e.g. Never make a comment on the teacher's conduct of the lesson or on individual pupils.
- Try not to draw too much attention to yourself. Avoid overtly making notes as this can be disconcerting. Instead, write down your thoughts as soon afterwards as is practical.

- Remember that you are representing the governing body. Governors should be prepared to explain policies, but should avoid giving personal opinions which could be misinterpreted as the views of the governing body.
- Avoid making promises on behalf of the governing body.
- Observe previously agreed levels of confidentiality.
- Remember to thank the staff for supporting you in your role as governor.

After the visit

If you have seen something that worries you, you would normally discuss this first with the teacher.

- Discuss your visit with the Headteacher and agree a draft of any written report with the Headteacher, and with staff, as appropriate. Be prepared to take the comments of others on board before you circulate your report to governors and the clerk.
- Send a note to thank the relevant staff. Be open and honest; recognise and celebrate achievement.
- Reflect upon your visit. Your views will inform the review of the policy and procedures.

Reporting on your visit

Following a visit, governors will share their impressions with the governing body. Give staff the opportunity to comment on the governor visit. Copies of approved and finalised written reports should be given to the Headteacher and Chair and subsequently made available to governors. Reports will be kept in the Governor File.

Evaluating the visit

Following a visit, governors may reflect on the following questions:

- How did the visit go?
- Were you clear about your objectives?
- What, if anything would you do differently next time?
- Are there further areas you would like to explore?
- How has the visit helped you, the Academy and/or the governing body? E.g. in collecting monitoring evidence, in greater understanding of a particular aspect.

Monitoring, evaluation and review of this policy

Governors’ visits will be an agenda item at every Full Governing Body Meeting. This policy will be reviewed every 3 years by the Full Governing Body. The views of the staff will be sought. The governing body will consider if governor visits are contributing to the information that the governing body has about progress towards meeting priorities and targets identified in the School Development Plan.

Approval date :

Signed Headteacher :

Signed Chair of Governors:.....