

St George's Catholic Primary School

'Achieve, Believe, Care.'

Governors' Visit Policy

1. MISSION STATEMENT

At St George's Catholic Primary School, we welcome everyone as a member of God's family.

With Jesus in our hearts, we pray together, we work together, we show respect for each other and the world around us.

We love God, ourselves and one another.

2. OUTLINE AND PURPOSE

St. George's Catholic Primary 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 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 Improvement Plan.

Governors are asked to record their visit as evidence for any subsequent Ofsted inspections, using the school Governor Visit proformas (Appendix 1) below:

- Template 1: To be used when carrying out a class visit or other event eg: a school performance.
- Template 2: To be used when carrying out a visit with a specific focus that is Non-Curriculum related eg; Pupil Premium, SEN, Attendance, E-safety
- Template 3: To be used when carrying out a subject visit eg; English, Science

All templates can be downloaded from Governor secure.

3. THREE STEPS TO A VISIT

1. Before the visit, agree with the Headteacher the focus of the visit if it has not previously been agreed when the year's timetable of visits was discussed with the full Governing Body.
2. Arrange a time to visit with the class teacher - informing him/her of the focus of

the visit. This can be done by emailing or telephoning the school office. It is helpful to meet the teacher prior to entering the lesson.

3. Ask if there is any information that should be read prior to the visit.

The visit may be focussed on an action from the School Development Plan or be a general visit to learn about your specific curriculum or year group link.

4. WHAT CAN GOVERNORS OBSERVE ON A VISIT?

External appearance

- Are the school grounds tidy, attractive and well maintained?
- What is the general state of external decoration?
- Is the school entrance welcoming?
- Are there adequate signs directing you to the reception?

The school in general

- Is the reception area well maintained?
- Is there an adequate visitor signing-in procedure?
- Are there lots of examples of children's work displayed?
- What is the overall atmosphere in school?
- What sort of a general welcome did you receive?
- What is the general state of the internal decoration?
- Are there any obvious examples of community links?
- What is the general standard of pupil dress and behaviour in school?
- How effective are communications, within and outside of school, with parents, Governors, community and interest groups?
- How is success and behaviour measured and rewarded in schools?

The classroom

- Are the pupils busy and active within the classroom?
- Are the pupils interested in their topic?
- How is the classroom resourced?
- Are there any areas where resources could be improved with extra finance?
- Were you welcomed into the classroom?
- Is plenty of the pupils' work displayed?
- What is the standard of the displayed work?
- What is communication like in the classroom?

5. ON THE VISIT DAY

- Arrive on time and ensure you have a visit reporting form
- Please take informal notes if it will help you prepare feedback for other Governors
- When visiting classrooms always be mindful to be supportive to teaching staff and pupils
- Please be aware that teachers are working during your visit, and lengthy discussions are not possible when teaching.
- After the visit thank the member of staff, and the children

- Prepare your feedback
- Please send your completed visit forms to the Chair of the Standards and Achievements committee and Head within 7 working days of the visit.

6. PROCEDURES IN THE EVENT OF CONCERN

Where concerns exist, it is vital that they are discussed immediately with the Headteacher. If you are not satisfied with the response and remain concerned, your next step should be to talk to the Chair of Governors.

7. AND FINALLY....

- Enjoy your 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
- You may observe children's work, health or they may innocently reveal things
- about their home life – it must remain confidential
- A good reputation is very hard to gain and very easy to lose. As a Governor, you are part of the team aiming to build this good reputation. It can be extremely damaging if concerns are expressed to the community

8. REVIEW OF POLICY

This policy will be reviewed every three years or as required by changes in legislation.



St George's Catholic Primary School - Governor Visit Report



CLASS / EVENT VISIT

Please send your completed visit report within 7 days of your visit to:

(S&A Chair) – email

Louise – email head@st-georgescatholic.worcs.sch.uk

or let both Catherine and Gill know when you will be able to submit, if within 7 days is not achievable.

The completed report will be circulated to all Governors prior to the next full Governing Body meeting after your visit when you will be asked to report back on your visit and answer any questions arising.

Name of Governor:	
Date of Visit:	
Class/Classes or Event Visited:	
What did you see? <i>eg. Lesson time, concert, sports day.</i>	
Who did you talk to? <i>Children, staff, Headteacher, other Governors, parents.</i>	
What impressed you? <i>eg. Achievements of the children, the level of parental engagement, the learning environment and conditions, the access to & use of resources by pupils and teaching staff, the interest & engagement of the children, availability and role of support staff, the relationship between staff and Pupils, the relationships between pupils, pupils' work displays.</i>	
What do you want to find out more about? <i>eg. Any clarification needed, concerns to be raised, development opportunities for the school, things you would like to have seen, exciting new ideas.</i>	
Key Issues for Governing Body:	
Action agreed by Governing Body:	

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St George's Catholic Primary School - Governor Visit Report

NON CURRICULUM

Please send your completed visit report within 7 days of your visit to:

(S&A Chair) – email

Louise – email head@st-georgescatholic.worcs.sch.uk

or let both know when you will be able to submit, if two weeks is not achievable.

The completed report will be circulated to all Governors prior to the next full Governing Body meeting after your visit when you will be asked to report back on your visit and answer any questions arising.

Name of Governor:	
Date of Visit:	
Non Curriculum Area: (eg PP, SEND, Safeguarding)	
Focus of visit:	
Information received, questions asked, responses given:	
Key Issues for Governing Body:	
Action agreed by Governing Body:	

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St George's Catholic Primary School - Governor Visit Report

SUBJECT / CURRICULUM

Please send your completed visit report within 7 days of your visit to:

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or let both Catherine and Gill know when you will be able to submit, if two weeks is not achievable.

The completed report will be circulated to all Governors prior to the next full Governing Body meeting after your visit when you will be asked to report back on your visit and answer any questions arising.

Name of Governor:	
Date of Visit:	
Subject / Curriculum Area:	
Focus of visit:	
Information received, questions asked, responses given:	
Key Issues for Governing Body:	
Action agreed by Governing Body:	

