



# Barrow CEVC Primary School

Inspire, Create, Discover, Together

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## Governor Visits Policy

Originated by:

Viv Hughes

Reviewed by:

Helen Ashe

Review date:

February 2019

Distributed to:

All governors & SLT

Distribution date:

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Adopted at  
Governors' Meeting

1<sup>st</sup> February 2019

Signature of Chair of  
Governors:

Next review date

Spring Term 2021



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## 1. Purpose of Visits

The Purpose of visits into school is to give governors an opportunity to develop their understanding of the school and to enable them to fulfil their statutory responsibility for the conduct of the school. They are essentially 'fact finding' visits to understand how things operate on a day to day basis within the School. They are therefore an opportunity for governors, staff and pupils to forge closer relationships for the benefit of the School.

Governors undertaking School visits will:

- Demonstrate our responsibility and interest in staff and their work;
- Become better informed about our specific responsibilities, e.g. SEN, subjects;
- Discuss feedback with the Headteacher/ relevant staff member before leaving the school;
- Report back to the whole governing body about our learning.

Governors undertaking School visits will not:

- Breach confidentiality under any circumstances;
- Judge the quality of teaching and learning;
- Undermine the Headteacher's responsibility to manage the school;
- Monopolise the teacher's time;
- Leave important questions unanswered.

## 2. Arrangements for visits

The co-ordinating governor, usually the Chair or Vice-chair of Governors, will oversee and maintain a yearly visiting programme and record of visits. All governor visits should be arranged with the Headteacher, appropriate member of staff and co-ordinating governor.

Recommended frequency of visits:

- Core subject areas/priority areas - one governor visit per term.
- Individual area of responsibility - one governor visit per term.

Governors will endeavour to:

- Organise visits that suit the operational running of the school;
- Have a clear objective for the visit;
- Communicate with staff and pupils.

Complete a record of the visit

## 3. Focus

Each visit will have a specific focus, agreed before the visit. The focus is likely to come from items included within the School Development Plan, concerns raised by the school staff, parents or pupils, national priorities and topics raised at governor's meetings.

## 4. Preparation

The co-ordinating governor along with the Headteacher will prepare and make available a governor pack on school visits, this will include:

- This policy;
- A specific or general visit proforma (Appendix A)

- Any background documentation relevant to the visit.

## 5. Visit Report Sheet

Visiting governors will:

- Complete Visit Report sheet after (not during) a visit;
- Return Visit Report to the Headteacher and upload to the Governor Visits folder on Google Drive within one week.

The co-ordinating governor will:

- Make sure the Governor Visits Folder is available to all staff and Ofsted Inspection team;
- Collate the Visit Report sheets into relevant folders in collaboration with the Headteacher.

## 6. Governor's meeting

If required, visiting governors may be asked to give a brief verbal report of their visit at the next meeting. It is vital that this is given in a constructive manner.

## 7. Linked policies

This policy should be read in conjunction with other related school policies, including:

- Visitor's Policy



## APPENDIX A



**Barrow CEVC  
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## Governor Visits Proforma

### Visit Report

<b>Visit Report</b>	
<b>Name:</b>	
<b>Context/Reason for visit:</b>	
<b>Date of visit:</b>	
<b>Time of visit:</b>	
<b>Objective(s) for visit SDP entry for topic:</b>	
<b>Relevant policies (if any):</b>	
<b>Classes visited or staff spoken to:</b>	
<b>Summary of Visit/Activity</b>	
<b>Things that I would like further clarification on:</b>	
<b>Evaluation/What I learned as a result of the visit:</b>	
<b>Actions/Next steps or focus of future related visits:</b>	



**EQUALITY IMPACT ASSESSMENT**

<b>Part A :- SCREENING EIA</b>							
<b>General Information</b>							
1. Title of the policy or practice being assessed:							
Governor Visits Policy							
2. Aim(s) of the policy or practice being assessed:							
To set out the basis on which Governors are to conduct visits in order to give them an opportunity to develop their understanding of the school and to enable them to fulfil their statutory responsibility for the conduct of the school.							
3. Type of policy or practice being assessed:							
Existing				Proposed			
✓							
4. Name of person responsible:							
For the policy or practice				For completing this EIA			
Mrs Helen Ashe				Mrs Helen Ashe			
5. Which members of our school community are affected/likely to be affected by the policy or practice?							
Pupils	Staff	Parents and carers	Governors	School volunteers	Visitors to the school	Other –	
X	X		X				
6. Does or could this policy have a negative impact on any of the following?							
Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation
X	X	X	X	X	X	X	X
<b><i>Undertake a full EIA if any answer is 'yes' or 'not sure'.</i></b>							
7. Does or could this policy help promote equality for any of the following?							
Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation
<b><i>Undertake a full EIA if any answer is 'no' or 'not sure'.</i></b>							

