Hartsfield JMI School

Governor Visits Policy

Approval Date: October 2026	Review Date: October 2028
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	Approved by Governing body: October 2026 Name: Bob Hopcraft Chair of Governors

The purpose of this policy

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

Governor visits at Hartsfield JMI School

This policy has been produced by the Full Governing Body.

Visit programme

The programme of visits will be organised as follows.

A minimum of a termly visit/ information sharing meeting between coordinators and the link Governor for core subjects- maths, English and science. A yearly visit/ information sharing meeting with foundation subject coordinators.

Termly visits by the governor for safeguarding, including a Single Central Record check leading to the termly Safeguarding report to Governors.

Content of visits

Visit content to be agreed between the Governor and Headteacher in consultation with the member of staff. Focus areas could include:

- Curriculum updates
- Progress and attainment (anonymised)
- Provision for PPG/ vulnerable children
- School Improvement Plan targets for that subject and whole school (if applicable)

Reporting

- Feedback shared on the day between teachers and Governors
- Written report completed, shared and agreed with the teacher/ member of staff
- Report sent to Chair of Governors and Headteacher
- Report then shared on Governorhub and then at the next Full Governing Body plus a committee meeting if sooner and appropriate to the agenda.

Procedure for carrying out visits Hartsfield JMI School

Our governor visits will be organised as follows:

Before the visit

- *Agree a mutually convenient time to visit with the Headteacher/class teacher. Avoid stressful or busy periods in the school 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.*
- *If appropriate, agree how you will be introduced to the children and the extent to which you will be involved in any activity or lesson*
- *If applicable, agree a convenient time to discuss your 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 at your School and abide by them.*

During the visit

- ***Remember this is a visit, not an inspection.*** *Governors are visiting to learn more about the school 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 school's Child Protection policies and procedures.*
- *Be punctual, sign in and wear an ID badge/lanyard.*
- *Try hard not to disrupt the normal working of the school 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 board.*
- *Only go into the staffroom if you are invited to do so.*
- *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 an email 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 member of staff and then with the governing body using the Governor Report Form**.** Copies of approved and finalised written reports should be given to the Headteacher and Chair of Governors and subsequently made available to governors via Governorhub**.**

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 school 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 each Full Governing Body meeting**.** This policy will be reviewed every 2 years or sooner on notification of a major change by County/ Herts for Learning Governance team. 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 Improvement Plan.