



All Saints C of E
Infant and Nursery School

Selston C of E
Infant and Nursery School

Governor Visits Policy

*“Opening hearts and minds through
the grace and love of God”*

Reviewed: May 2024
Next Review Date: May 2027

ALL SAINTS CHURCH OF ENGLAND (VA) INFANT AND NURSERY SCHOOL

SELSTON CHURCH OF ENGLAND (VC) INFANT AND NURSERY SCHOOL

MISSION STATEMENT

Opening hearts and minds through the grace and love of God

At All Saints Infant and Nursery School and Selston Infant and Nursery School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our schools including children, parents, carers, governors, teaching and non-teaching staff.

This Mission Statement lies at the heart of our schools' aims. It is the philosophical basis for all of the schools' policies and through these, for everything that happens in and round our schools. Our aspiration is for everyone at All Saints and Selston to:

- feel happy, secure, safe and valued at school
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our schools with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.

All Saints Church of England Infant and Nursey School

Selston Church of England Infant and Nursey School

Governor Visits Policy

The role of governor is an important one. This policy aims to support governors in fulfilling their crucial roles within schools.

1. Aims

Governor visits provide opportunities for governors to monitor, support, challenge and feedback to headteachers and other members of their local governing body (LGB). They also form an essential part of wellbeing checks and support for headteachers. This policy aims to provide a framework for governor visits and includes a process for reporting back to the LGB, ensuring learning, monitoring and feedback is shared. Governor visits are important activities, and this policy aims to provide a consistent approach, so that governor visits are purposeful, productive and transparent, and not burdensome on governors, headteachers, staff and pupils.

2. Guidance and Scope

This policy takes account of best practice and guidance from the Southwell and Nottingham Multi Academy Trust, the DfE and the NGA. Governors must know their schools in order to maintain robust accountability. One way this is done is through pre-arranged governor link visits and/or a school tour. Governors have clearly defined roles and responsibilities to ensure that all areas of the School Improvement Plan, and any statutory areas of responsibility (e.g safeguarding or SEND), have governor oversight.

It is important that governors act as a critical friend to the school. During a visit, governors will not:

- Assess the quality of teaching and learning in the classroom.
- Manage the school or interfere in the day-to-day operations of the school.

3. Governor visits

Governors will carry out regular governor link meetings and/or school tours to meet the LGB statutory obligation to monitor the school's effectiveness and act as critical friend to members of the senior leadership team. At the same time, governors will be mindful of the workload of the headteacher, especially given the small size of our schools.

It is important that there is a clear purpose for each visit so that they are effective. There are two types of governor visits:

1. Governor link meetings: where governors discuss the progress of the school in a particular area with the headteacher or relevant senior leader. These visits can be undertaken remotely via Microsoft Teams or Zoom if required. This may involve more than one governor or senior leader if appropriate.
2. School tours: where governors will be shown around the school by the relevant staff member to get a feel for a particular area and to see the school in operation. They may also talk informally to staff members and pupils. Governors may decide to combine the tour as part of a link meeting.

Governors have responsibility for the strategic oversight of the school improvement plan. Individual governors, or a sub-group of governors, may be linked to the most appropriate senior leader to oversee a specific strand of the plan to make school visits more focused. School office staff will arrange these visits in association with the headteacher. The frequency and number of visits will vary but there will be no more than two visits per term, or five or six across the year.

In addition to these visits, the chair of the LGB will keep in more regular contact, also checking on the wellbeing of the headteacher. Where governors are unable to visit schools, they may contact their link within school to agree a remote way of monitoring, such as utilising Microsoft Teams or Zoom to hold virtual meetings. School visits will normally take place within school hours.

4. During a visit governors should:

- Sign in/out at the school office and wear a governor lanyard.
- Check with teachers before speaking to pupils.
- Remain as observers and not pass comment on classroom practice or any specific incidents that happen, judge teaching methods, assess the quality of teaching, or comment on the extent of learning.
- Use the agreed recording method for the visit (see Appendix A).
- Raise any contentious points or issues of concern with their link senior leader or the headteacher before leaving school or immediately afterwards.

5. After a visit

Following a visit, the link senior leader will share the governor visit record and provide a brief summary of the points discussed at a senior leadership team meeting. The minutes will be shared with the LGB during a full governing body meeting. Governors are requested to complete a visit form (Appendix A) as soon as reasonably practicable (normally within seven days of the school visit). This form should be used to record each visit, remote meeting or school tour. The feedback form should be emailed to the office manager who can upload the document to Governorhub.

When completing the report, governors will:

- Provide constructive, clear and transparent feedback.
- Remain observational.
- Focus closely on the agreed reasons for the visit, and its strategic role.

6. Access to school sites

Should the school be closed for an unplanned period (for example, due to a national lockdown) it is anticipated that governor visits will continue on a remote basis. This approach may also apply to governors who are well, but for a period of time, are unable to attend the school site (e.g. incapacitated or working away).

Reviewed every 3 years:

Next review: September 2027

Appendix A
Governor Visit Form

Name:

Area of responsibility:

Date:

Staff visited:

Objectives of visit:

Context of the session:

Observations:

Questions: