

Governor Classroom Visits Policy#2

**This policy was reviewed during the Spring Term 2020.
This document is the result of that review.**

DATE AGREED BY FULL GOVERNING BODY:	27/01/2020
REVIEW DATE:	January 2023
REVIEW CYCLE:	
AUTHOR:	Mrs Kay Bridson and Miss Angela Britten
HEADTEACHER:	Mrs Kay Bridson
CHAIR OF GOVERNORS:	Miss Angela Britten
SIGNED:	
TO BE READ IN CONJUNCTION WITH:	Aims of the School Instrument of Government Scheme of Delegation, Standing Orders for the Procedural Workings of the Governing Body Committee Terms of Reference Code of Conduct for School Governors.

Governor Classroom Visits Policy #2

PURPOSE

The purpose of this policy is:

- to fulfil the aims of the school through a consistent approach to governor classroom visits
- to ensure that the governing body carries out its statutory duties to monitor and evaluate the effectiveness of the school and its curriculum
- to ensure that classroom visits made by governors contribute to the strategic development of the school.

STATEMENT of AIMS and OBJECTIVES

The Governing Body aims to gather information about all aspects of *the school* so that informed decisions can be made concerning its strategic development. Classroom visits contribute to this process.

It is our aim that every member of the Governing Body should develop his or her knowledge and understanding of several areas of school life, and become a “specialist” in these areas. We aim for each governor to be able to contribute to the Governing Body’s “knowledge pool”.

IMPLEMENTATION:

The Governing Body has overall responsibility for the implementation of this policy. Visits are made in line with the Governor Visits Schedule agreed at the beginning of each academic year. It is the responsibility of each Governor to contact the appropriate member of staff and arrange a mutually convenient date and time. All extra visits are made in conjunction with the Headteacher.

STATEMENT OF PRINCIPLES:

We recognise that governors:

- are not individual inspectors but lay-persons who share in the legitimate role of the whole Governing Body in the strategic development of the school
- it is each persons responsibility to be proactive in order to carry out this policy
- each Governor is responsible for initiating his or her own visit and thereby contributing to the fulfilment of the Governing Body’s statutory duties
- have a regard to the Seven Principles of Public Life as set down by the Nolan report (See Code of Conduct for School Governors and Appendix 2).

We recognise that **“no-one can do everything, but everyone can do something!”**

As a Governing Body we are committed to working together to:

- celebrate success
- develop relationships with staff
- get to know the pupils
- understand the environment, in which the pupils and staff work
- observe policies and schemes of work in action
- find out about how resources are used and researching future needs/priorities
- listen to all members of the school community
- find out the priorities for future school improvement
- link with individual teachers in order to gain more specialised knowledge of specific subject and related areas.

PROTOCOLS FOR CLASSROOM VISITS:

Before a classroom visit Governors:

- never turn up unannounced
- consider confidentiality
- agree the purpose of the visit
- discuss the context of the classroom visit.

During a classroom visit Governors:

- observe all classroom rules and guidelines
- fulfil the agreed purpose
- fit into the classroom routine as discreetly as possible - never walking in with a clipboard, interrupting the teacher, talking to other adults in the room whilst the teacher is talking or monopolising the teacher's time.

After a classroom visit Governors:

- thank the staff and pupils - never leaving without a word or smile!
- discuss the visit with the teacher
- respect confidentiality
- clarify any issues with teacher / Headteacher at the end of the visit or at an appropriate time
- write a report outlining how you spent your time in school, what you found out and further questions. Share this with the teacher who hosted you before reporting to the Headteacher or Governing Body (**USE AGREED PROFORMA**)
- make a report to the full Governing Body using the agreed format or your own produced on a word-processor (e-mail it to everyone before the next full Governing Body meeting)
- ensure the Headteacher has a copy of the above.

APPROPRIATE FOCI FOR A CLASSROOM VISIT:

This is not an exhaustive list. The visit is linked to the School Improvement Plan and may include:

- observing one group of pupils working together on a task
- observing a link subject across the school
- working with a small group of pupils
- working with pupils with SEN
- observing speaking and listening in a link subject
- observing a policy in practice – Behaviour for Life and Learning Policy, Marking for Learning etc.

ARRANGEMENTS FOR LINK GOVERNOR MEETINGS WITH SUBJECT CO-ORDINATORS:

The meeting between a Link Governor and Subject Leader is:

- initiated by the governor
- at a time agreed by the Governor / Subject Leader and Headteacher
- structured according to the agreed format

We have a small staff and teachers have many subject / areas of responsibility. A teacher is not expected to meet with a Link Governor more than once a term in her own time (i.e. after 4:30pm).

MONITORING AND REVIEW:

Angela Britten (Chair of Governors), monitors the implementation of this policy to ensure that there is a reasonable distribution of visits across all classes and areas of the School Improvement Plan. The policy will be formally reviewed by the Governing Body at the first meeting of each academic year.

APPENDIX 1

Stratford sub Castle Primary School LINK GOVERNOR MEETING WITH SUBJECT LEADER

Possible discussion areas:

- 1) Curriculum Map (long term planning)
- 2) Scheme of work
- 3) Planning for the subject
- 4) Assessment / record keeping of the subject
- 5) School Improvement Plan links
- 6) Current standards through the school
- 7) Resourcing
 - Staffing
 - Budget
 - Current level of resources / ICT
- 8) Professional development (training)
- 9) Priorities for improvement
- 10) Date for class visit

APPENDIX 2

The Seven Principles of Public Life (the Nolan principles)

(Originally published by the Nolan Committee: The Committee on Standards in Public Life).

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.