



GOVERNOR VISITS POLICY

Review: June 2026

This governing body recognises that its members should, in seeking to fulfil their roles and responsibilities effectively, make efforts to visit the school. Through observation, participation and visibility in school, governors will gain awareness and understanding in order to help them in their strategic role.



New governors will be offered an 'induction' visit to the school, in order to introduce themselves and gain an understanding of systems, practice and current issues, prior to the first governor meeting.

Governor visits will be planned around a set objective at a date and time agreed with the Headteacher.

Purpose of the Visit

Visits are undertaken to enable governors to:

- Improve knowledge of the school's strengths and development areas
- Monitor the implementation of the School Priority Plans
- Fulfil a specialist governor role
- Fulfil its statutory duties in monitoring its policies and evaluating the effectiveness of the school
- Assist the governing body in making informed decisions
- Familiarise themselves with staff and learners

Focus of Visits

The focus may be:

- Implementation of the curriculum
 - The use and conditions of the school's resources
 - Condition and maintenance of the building and site
 - Employment and deployment of staff
 - Educational off-site visit
 - Out of hours learning
 - Pupil interviews/focus groups
 - Break and lunch times
 - Assembly
- (this list is not exhaustive)

Governors acting as voluntary assistants will be treated and will expect to be treated the same as other voluntary helpers in the school including limits to responsibility, supervision arrangements, training and support and DBS checks were deemed necessary.

Relationship with Staff

Visits enable governors to establish and develop an effective relationship with the staff and understand the environment in which staff work. To foster this, visits should always be jointly planned and feedback handled sensitively.

Governors make the visit on behalf of the governing body and not in a personal capacity, so personal agendas should be set aside. Equally, staff should also realise that governors are not able to address everyday matters that would be normally sorted out as a matter of good line-management.

Visits are not a form of inspection and governors are advised not to make any judgments or to check on own or a known child's work. Records of a governor visit will not form part of a member of staff's performance management. Pupils' work, behavior, teacher's classroom practice or issues relating to the day-to-day running of the school are the responsibility of the Headteacher.

Planning the Visit

Visits should be undertaken as part of a strategic programme formally organized by the governing body or one of its committees and with agreement of the Headteacher.

A protocol for visits should be observed.

The Governor Report form should be used to record the agreed objectives of the visit.

If the visit is to involve any member of staff, then that member of staff should be fully involved in the planning and aware of the finalized details. The Headteacher should be kept informed at all stages.

The governor(s) making the visit should make themselves fully acquainted with Health & Safety procedures, including fire safety, prior to making the visit.

The Visit and Immediate Actions

Governors will at all times report to reception upon arrival, wear their identity badge and follow the procedure for visitors.

Any Health & Safety or Safeguarding concern should be reported immediately as per the relevant separate policies.

Following the Visit

After visiting the school the governor(s) should:

- Provide verbal feedback to the Headteacher and raise any immediate issues.
- Identify actions arising, considering any subsequent discussions with staff or the Headteacher.
- Prepare a written report
- Report back to the governing body or committee as appropriate.

Monitoring and Evaluation

A file of Visit Record forms will be kept and made available for discussion or evaluation.

This policy will be monitored through feedback from governors and staff reported to the governing body or a committee. Completion rates against the agreed schedule of visits will be published annually in the minutes of the appropriate committee or governing body.

Governors' visits will form part of self-evaluation for all governors.

The policy will be reviewed initially annually and then at least on appointment of a new Chair of Governors.

A copy of the Governor Visit is published in its entirety on the CPA's website (www.continuplus.org.uk).

Date Policy Created: September 2021
Member of Staff Responsible: Sara Devo (Headteacher)
Review Date: September 2026

Signed:  (Headteacher)

Signed:  (Chair of Governors)



Governor Report

Name:

Date:

Visit Focus:

Governor observations:

What did you see/what did you learn?

Key questions/action arising for the governing body:

