



Director & Governor Visits to Schools Policy

Status	Guidance
Policy Updated	January 2017 Checked by JE
Policy Adopted	30 th January 2017
Panel Responsible:	MAT Board
Origin:	Babcock LDP
Date Full Review:	January 2020 or as appropriate
Policy Management:	CEO

Rationale

The Board of Directors recognises that visiting the school can provide useful information about the work of the school as well as giving opportunities to experience the ethos of the school. Directors and Governors can visit school for a variety of reasons and each visit will further develop our understanding of the work of the school.

During a visit a Director or Governor acts as a representative for the Multi Academy Trust and will take back information. While undertaking a visit, Directors and Governors must be clear about their role, they are observers not inspectors. It is not their job to assess or comment on the professional competence of individual teachers. Any school visit by a Director or Governor must have a clear focus and have been shared and agreed with the Headteacher / appropriate school staff, prior to the visit.

Purposes

Last Review January 2017

- ❖ To develop positive and supportive relationships with staff.
- ❖ To get to know the pupils.
- ❖ To recognise that there are different teaching and learning styles.
- ❖ To become familiar with the working environment of the school.
- ❖ To be better informed about the implementation of policies and priorities as detailed in the school improvement plan.
- ❖ To enable more informed decision making at Board & LGB level.
- ❖ To understand the circumstances in which teachers work.
- ❖ To observe the use of, or identify the need for practical resources.
- ❖ To act as a critical friend to the staff.

Guidelines

Good visiting practice will:

- ❖ include clear objectives which have been shared and agreed;
- ❖ take into account that a visitor's presence may affect proceedings; and
- ❖ give visitors a chance to get a feel for the school.

Preparation

A successful visit depends on appropriate preparation. A purposeful visit will depend upon initial consultation which may involve reading relevant sections of the school improvement plan, together with any preparatory material supplied by the Headteacher or member of staff.

All parties should have a clear understanding of the purpose of the visit.

The visit – protocols to be observed

- ❖ confidentiality;
- ❖ agreeing beforehand the purpose of the visit;
- ❖ giving brief mutually agreed written feedback to the governing body;
- ❖ always observe class rules;
- ❖ to plan visits so as not to disrupt the day to day running of the school; and
- ❖ if a visit has been arranged avoid cancellation.

Feedback

It is good to provide written feedback (Appendix 1) which has been shared with the Headteacher and the appropriate school staff. This feedback should not be judgemental. It could answer the following questions:

- ❖ What did I enjoy?
- ❖ What did I learn?
- ❖ What more would I like to find out?

Responsibility for arrangements

Visits should be arranged with the Headteacher who should inform relevant staff in advance and should focus on priorities within the school improvement plan.

Appendix 1



Director/Governor Visit to School

Name :

Portfolio/Role:

Name of School:

Date of visit:

Time and duration of visit:

Purpose of visit:

Please complete the following and email a copy to the Clerk. Thank you.

Summary of visit: *please record a brief description of what you saw or did. E.g. the curriculum subject or activity of any children you worked with; the focus of any discussions with staff*

Something to share and celebrate with others:

Something you might like to know more about: *has the visit raised any questions for you, or highlighted an area that you feel uninformed about*

Links to relevant policy: *Has the visit highlighted how policy is working in the school?*

Safeguarding Please tick which was observed and add any other observations of safeguarding

		Comments on safeguarding practice
All Staff were wearing ID		
The school's safeguarding rules were available		
Doors to the school were secure		
Signage indicated to children/adults should speak to re Child Protection concerns		
Mobile Phone signage was displayed		
All visitors had badges		

Executive Headteacher *Please comment and forward to Clerk for next LGB meeting*