



MORTON CHURCH OF ENGLAND (Controlled) PRIMARY SCHOOL POLICY FOR GOVERNOR CLASSROOM VISITS

Staff and children would be pleased to see governors in school at any time on an informal basis.

Below is set out a guide for more formal visits which will be reported on.

1. Introduction

It is important that governors are involved and aware of the main purposes of the school and how it operates on a day to day basis. To this end governors need to visit the school to gain an insight into the workings of the school to see how the children are taught and cared for, and to build up a working relationship, based on trust and support, with the staff. It is important that any visit is supportive and follows the guidance set out in this policy. The purpose of the visit needs to be clear to all parties.

2. Planning a Visit

Below are set out what needs to be done before a classroom visit takes place.

- 2.1 Clarify the purpose of the visit, which could be general in character
- 2.2 Discuss the agenda with the headteacher and the subject leader.
- 2.3 Set a date at least two weeks in advance of the visit.
- 2.4 Discuss the context of any visit. Learning walks are the best way to see the school and visit a range of different classrooms.
- 2.5 Decide what information you need to know before the visit.
- 2.6 Do not turn up unannounced.
- 2.7 Decide with the teacher/teachers how you will be introduced and what your role is.
- 2.8 The governor should consult the SIP and the SEF to identify any issues within their curriculum area.
- 2.9 Always consult the previous visit report to inform the new visit.

3. During the Visit

It is important to remember that it is a visit and not an inspection to make judgements about the professional expertise of the teacher. That remains a task for the headteacher and other education professionals. It is important to bear in mind that a classroom is a working environment

and things can change for various reasons at anytime. The visit should be an informative and positive experience for all concerned.

The points below should be adhered to on any classroom visit.

- 3.1 Arrive on time.
- 3.2 Observe any class guidelines/rules.
- 3.3 Fulfil the agreed purpose.
- 3.4 Speak to the children if this has been agreed with the teacher.
- 3.5 Do not interrupt the teacher when he or she is talking.
- 3.6 Listen to the staff and be directed by them.
- 3.7 Observe discreetly.
- 3.8 Remember it is a visit and not an inspection.
- 3.9 At the end of the visit thank the teacher without disturbing the class.
- 3.10 Wear a badge that identifies who you are.

4. After the Visit

As soon as possible after the visit a discussion will be held between the governor and teachers involved. The focus should be on the positives and questions about what the governor was unsure about. This should take place before the report is written.

The following points should be carried out.

- 4.1 Discuss what you have observed with the teacher.
- 4.2 Clarify any issues that you are unclear about.
- 4.3 Thank the teacher and pupils.
- 4.4 Make notes as soon as possible after your observation.
- 4.5 Discuss your observation with the headteacher and agree how and when you will report on your visit to the governing body.
- 4.6 Write up your report and circulate to the link teacher who will then share with the headteacher and any staff who are involved before the report is brought back to the Governing Body.

5. Reporting to the Governing Body

A report should be an item on governor meeting agendas. The reports will build into a record of governor involvement in school life.

- 5.1 If possible have the report typed.
- 5.2 Keep the report short within the proforma provided
- 5.3 Ensure the report has been discussed with the people involved in the visit.
- 5.4 Give the report to the clerk to be circulated before the meeting of the full governing body.

5.5 Be prepared to give a short verbal introduction to the report and answer any questions other governors may have.

5.6 A separate folder, to be kept by the clerk, for storing the reports on visits.

5.7 The report should be submitted at least 10 days before a Full Governors' meeting to allow for sections of the report to be completed by school staff.

Policy agreed: October 2015