



# THE VALLEY SCHOOL

## POLICY – GOVERNOR VISITS

FULL GOVERNORS – JAN 2018

### KEY PRINCIPLES

**“Learn to Believe – Learn to Achieve”**

**“Different for Different”**

The Board of Governors believes that, in order to be effective in carrying out their statutory duties, all governors should be familiar with the school and know how it is performing. This includes knowing the school well enough to be aware of:

- How the school is implementing the policies they have agreed
- How the School Development Plan (SDP) is being implemented.

Through pre-arranged visits that have a clear focus, governors can see whether the school is implementing the policies and SDP they have signed off and how they are working in practice.

It is recognised that the way in which governors carry out their role will vary depending on their responsibilities as a governor and their other commitments. Visiting during the school day is always useful, as it provides an opportunity to see the school in action and to talk to pupils and staff. However, arranging to talk to key staff outside the school day or supporting the school on special occasions, also provides opportunities to gain an insight into how well the school is working.

### **Key Statutory Regulations and Significant Links**

Governors have a statutory duty to monitor the school's performance. So, every member of the Governing Board has a role to play in keeping in contact with the school.

THE SCHOOL GOVERNANCE (CONSTITUTION AND FEDERATIONS) (ENGLAND)  
(AMENDMENT) REGULATIONS 2016 2016 No. 204

[http://www.legislation.gov.uk/ukxi/2016/204/pdfs/ukxiem\\_20160204\\_en.pdf](http://www.legislation.gov.uk/ukxi/2016/204/pdfs/ukxiem_20160204_en.pdf)

The governance handbook (November 2015)

[file:///C:/Users/Rona/Downloads/Governance\\_Handbook\\_Nov-2015.pdf](file:///C:/Users/Rona/Downloads/Governance_Handbook_Nov-2015.pdf)

### **KEY RESPONSIBILITIES**

Schools are very busy places and The Valley School receives many visitors, so it is important for governors not interfere in the day-to-day running of the school, but to make sure that visits are planned well in advance, in addition to attending meetings and reading the committee papers.

## **Arranging Visits**

In order not to overload the school, proposed visits will be discussed at Governing Board and committee meetings, co-ordinated by the teacher governor and agreed with the head teacher. This will enable visits to be scheduled in advance and planned on both a yearly and termly basis. The visits will be related to the roles and responsibilities that governors hold, either individually or as members of the Governing Board. To make sure there is mutual understanding about the purpose of these visits, the head teacher should ensure that staff are aware of the Governing Board's statutory duty to monitor the school's performance.

## **Formal Visits**

Governors will need to arrange to meet with key members of staff, either during or outside school hours, in order to carry out their roles linked to individual responsibilities and aspects of the School Development Plan (SDP). If a governor feels it would be helpful to spend time in a classroom, the purpose of the visit needs to be agreed with the head teacher and the teacher involved beforehand, so that everyone is clear about the reason for the visit. When this happens, governors need to remember that they are not inspectors and they are not there to judge the quality of teaching.

Depending on the purpose of the visit, it may be appropriate for governors to join pupils at lunchtime or to look round the premises during or outside the school day.

Other formal visits may relate to:

- Being on an Interviewing Panel for new members of staff, including helping to shortlist beforehand
- Being involved in the head teacher's Appraisal
- Meeting with Ofsted Inspectors (although, as these usually happen at short notice, they cannot be planned much in advance)
- Being involved in Working Groups to take forward particular aspects of the school's development, including the School Development Plan (SDP).

## **Informal Visits**

At least once a year, governors and staff meet together to encourage a good working relationship. These events are organised by the head teacher and the senior leadership team.

Governors are also encouraged to accept invitations, whenever possible, to attend other events, such as plays, concerts, sports days, open days and other special occasions. These provide further opportunities to become familiar with the school and to meet parents, staff and pupils.

## **Individual Governor Roles**

**Visits Co-ordinator**

Flis Kirk

**Safeguarding**

Jacquie Joyce

**Children Looked After (CLA)**

Jacquie Joyce

**SEND Governor**

Rona Tutt

**CPD Governor**

Denise Board

**Health and Safety**

Roger Clarke

**Arts mark**

Helen Holford

## **Governors Linked to the SDP**

### **Leadership & Management**

Sally Edwards  
Rona Tutt

### **Personal Development, Behaviour for Learning and Welfare**

Helen Holford  
Pascal Kwo

### **Quality of Teaching, Learning & Assessment in the School**

Catherine Muncaster  
Rona Tutt  
Sally Edwards

### **Outcomes for Children & Learners**

Flis Kirk  
Sally Edwards

### **The Use of Staffing and Resources**

Roger Clarke  
Pascal Kwo

### **The Development of the School Premises**

Ruth Parnham  
Roger Clarke  
Ruth Parnham

### **KEY PRACTICES (including training)**

Each time a formal visit is made, the governor should write a brief description of the visit, which should be shown to the member or members of staff, who sign to say that it is an accurate account. To ensure that the head teacher is aware of any outcomes of these visits, her signature is also required. The forms in the attached Appendix are for this purpose. The forms become part of the business of the next committee meeting or governing board meeting as appropriate, so that all governors are kept informed and any actions needed can be followed through.

In addition to their responsibility to make regular visits to the school, to attend meetings and to be ready to contribute to discussions, all governors are expected to take relevant training that will enable them to carry out their role and keep up to date. From time to time, a Skills Audit is carried out, so that when vacancies arise, the appropriate skill sets can be sought.

**APPENDIX**

**Individual Governor Role Visits**

|  |                            |
|--|----------------------------|
| <b>Name</b>                                | <b>Purpose of visit</b>    |
| <b>Date of visit</b>                       |                            |
| <b>Staff seen</b>                          | <b>Signature</b>           |
| <b>Head's signature</b>                    |                            |
| <b>Comments</b>                            | <b>Actions</b>             |
|  |                            |
| <b>Date discussed with FGB / Committee</b> | <b>Actions to be taken</b> |
|  |                            |
| <b>Actions completed</b>                   | <b>Date</b>                |
|  |                            |

## Visits Linked to the School Development Plan

|  |  |
|--|--|
| <b>Name</b>                                | <b>SDP Link &amp; purpose of visit</b> |
| <b>Date of visit</b>                       |  |
| <b>Staff seen</b>                          | <b>Signature</b>                       |
| <b>Head's signature</b>                    |  |
| <b>Comments</b>                            | <b>Actions</b>                         |
|  |  |
| <b>Date discussed with FGB / Committee</b> | <b>Actions to be taken</b>             |
|  |  |
| <b>Actions completed</b>                   | <b>Date</b>                            |
|  |  |