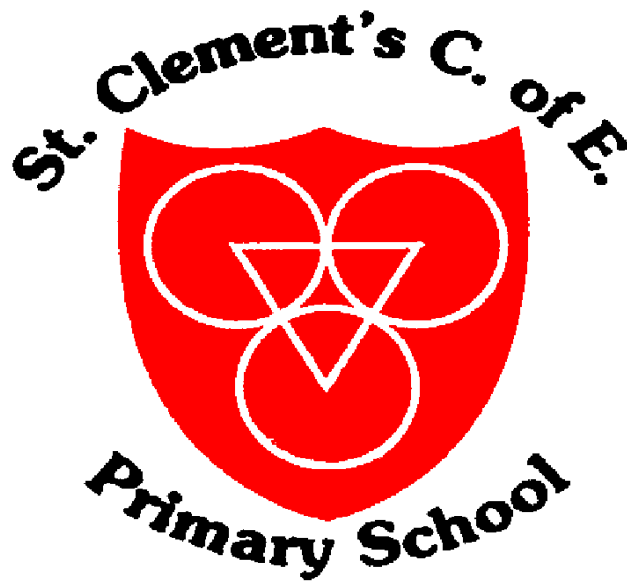


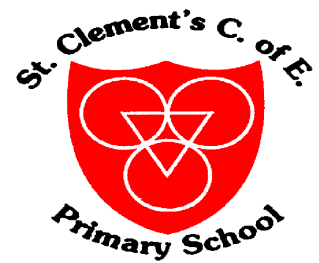
St Clement's C.E Primary School



GOVERNOR MONITORING VISITS POLICY

Reviewed & Approved by J Parker (Head): 6.1.25

Review Date: February 2027



“With Faith, Hope and Love We Can Achieve Greater Things.”

“Love is patient and kind. Love is not jealous or boastful or proud or rude. It does not demand its own way. It is not irritable, and it keeps no record of being wronged. It does not rejoice about injustice but rejoices whenever the truth wins out. Love never gives up, never loses faith, is always hopeful, and endures through every circumstance. Three things will last forever- faith, hope and love- and the greatest of these is love.”

1 Corinthians 13:4-7 New Living Translation

Vision Statement:

At St Clements, we aim to ensure that everyone thrives within our caring Christian community. We will use our Christian Values and Bible verse to provide hope during difficult times, gain strength from our faith and ensure love guides us, as an inclusive school family, in all of our actions.

Our Christian Values: (Guiding our Thinking and Behaviour)

Love- (Core Value alongside which all our 6 Values Flow):

Faith

Hope

Respect

Compassion

Forgiveness

Thankfulness

DDA STATEMENT

At St. Clement's we will aim to:

- **Promote equality of opportunity between disabled people and others.**
- **Eliminate discrimination that is unlawful under the Act.**
- **Eliminate harassment of disabled pupils that is related to their disabilities.**
- **Promote positive attitudes towards disabled people.**
- **Encourage participation by disabled people in public life.**
- **Take account of a disabled person's disabilities, even when that involves treating a disabled person more favourably than another person.**

Rights Respecting School Link to Articles: 1, 2, 3, 12, 13, 14, 15, 16, 17, 28, 29, 31

Introduction

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school. Undertaking visits demonstrates the Governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress. The Governor's visiting programme is an integral part of the school's yearly monitoring calendar. It is important for individual governors to remember that when they visit the school, they act as representatives of the governing body, which has corporate responsibility for the overall leadership of the school.

Visits enable Governors to:-

- Undertake monitoring of an agreed aspect of the school- eg observation, 'learning walk', pupil interviews, talking to staff, talking to parent/carers, pupil work scrutiny etc.
- See the school at work and observe the range of attitudes, behaviour and achievements as part of the link governor role or the whole school in general.
- Get to know the staff and demonstrate their commitment to the school
- Be aware of the effect of change and different approaches to teaching and learning
- Evaluate resources and discuss with staff further requirements
- Gain first hand information to assist with policy making and decision taking

Before making a visit, Governors will

- Contact the Headteacher at least a week in advance and agree a date, time and focus for the visit
- Clarify the etiquette, courtesies and expectations for the visit
- If a governor is going to spend time in a classroom, this will be discussed with the class teacher so that both are clear how long the governor is coming for, what they are going to look at and what they are going to do.

On the day of the visit the Governor will remember to:-

- Observe the school policy for visitors and wear a governor's' inventory sticker available when signing in at reception
- Arrive on time
- Act as an observer and only participate in the class at the invitation of the teacher
- Respect the professionalism of the teacher, supporting but not interfering
- Observe confidentiality
- Share your experience with the teacher, Headteacher/subject leader via a completed school visit record form

After the visit the Governor will:-

- Remember to thank the teachers and children
- Complete the Governor Visit Proforma (APPENDIX 1), reporting on the focus. The completed form should be given to the Headteacher and then, after any possible alterations, the form will be circulated to the governing body and staff
- Governors must report without giving opinions and where possible individuals should not be able to be identified.

It is important to remember that visits are a snapshot in time, and judgements should not be made arbitrarily. **The visit is not about:- (APPENDIX 2)**

- Inspection
- Making judgments about the professional expertise of the teacher
- Checking on your own children
- Pursuing a personal agenda
- Arriving with inflexible pre-conceived ideas

Governors are an important part of the school team and are welcomed into the school by staff. It is important that Governors remember to respect the professionals and the children, support the Headteacher and the staff, and acknowledge that they represent the full Governing Body. If the agreed principles and procedures are followed then Governor Visits will be an enjoyable experience for all involved, and will result in effective monitoring by the Governing Body, which will contribute to school improvement.

Safeguarding

St Clements C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If a safeguarding concern or disclosure is made during a governor's visit to the school, then they must report it immediately to:

Mrs Parker- Head Teacher & Designated Safeguarding Lead

Miss Steeles- Family Support/Learning mentor & Designated Person for safeguarding

Mrs Street- Family Support/Attendance Officer & Designated Person for safeguarding

Mr Thirsk- Assistant Head & Designated Person for safeguarding.

The Headteacher is responsible for ensuring that all volunteers working in school and having contact with children have the appropriate supervision and level of checks including DBS (Disclosure and Barring Service) check if necessary. Governors are also expected to have a full DBS check. Advice on this process can be sought from Mrs Law, School Business Manager or Mrs Street, Designated Person for Child Protection, in the main office.

APPENDIX 1: SCHOOL VISIT RECORD

Name

Date

Purpose of visit

Previously agreed by the governing body with the head teacher

Links with the School Improvement Plan

How does the visit relate to a priority in the School Improvement Plan?

Governor observations and comments

e.g. what did you see? What did you learn? What would you like clarified? How long did the visit last?

Any key issues arising for the governing body

e.g. the way resources are allocated, the way the school communicates, progress in implementing a key policy

Action following governing body meeting

Record any action agreed by the governing body with regard to this visit

APPENDIX 2: GOVERNOR VISITS

Dos and don'ts during the visit

Do

- Ask open questions beginning with 'what', 'how', 'when', 'how often', 'why', 'who' and 'where'
- Ask to see evidence for the information you're told by staff, or ask what evidence they've used to make a judgement
- Clarify any terms or acronyms you're not familiar with
- Stay observational: you're not there to pass judgement on staff or inspect them
- If you're going to spend time in a classroom, all parties need to be very clear about why you're there
- Check with teachers before asking pupils questions
- Tell staff you'll pass on any concerns they raise with the relevant people. This helps build trust and demonstrates that you're there to support them
- Remember that you're representing the governors. Be friendly but professional, and dress appropriately, bearing in mind the standards of dress you set for teachers and pupils

Don't

- Pass comment on classroom practice or any specific incidents that happen. You're not there to inspect the school, and it's not your role to judge teaching methods, assess the quality of teaching, or comment on the extent of learning
- Interfere with the day-to-day running of the school. You're not school managers
- Sit at the back of the classroom with a clipboard. This will be intimidating and make you look like an inspector. Be friendly, engaging and interactive
- Raise concerns in the moment. If you have concerns about anything you've seen, note them down and raise them with the chair of governors or headteacher later

Tips for writing the report

advice on how to write a constructive report that remains within governors' strategic remit.

Do:

- Use neutral language at all times
- Remain observational, and describe only what you see
- Focus closely on the agreed reasons for the visit, and its strategic role
- Send your report to an experienced governor for feedback, if you're new to the role
- Send reports to the relevant staff member to check for accuracy, and as a courtesy

Don't:

- Make qualitative judgements, particularly about any incidents you see or when observing teaching and learning practice
- Name any individual teachers and pupils
- Get distracted and talk about other issues that aren't related to the focus of the visit