CRANFORD PARK
Church Of England Primary School

Policv For Governors Visiting School

Purpose

The Governing Body of Cranford Park School is a team and we believe our team works best when all its members make a significant contribution to discussion, decision-making and action. Visits to the school clearly play an important part in broadening and deepening all governors' understanding of the school. Governors are accountable for ensuring that the school provides high standards of educational achievement.

Aim

School visits will help governors to:
- Fulfil their statutory duties to monitor performance.
- Observe and learn in order that they can better serve the school.
- Support and encourage the staff.
- Help build good working relationships between governors, staff, parents and children.
- Familiarise themselves with day-to-day practices and the ethos of the school.
- Increase their understanding of their curriculum area.

Visits to school

Governors will have several reasons for visiting school and may wish to meet with their link Subject Manager to carry out some form of monitoring in line with the school's School Improvement plan and Governor Observation Schedule ***(appendix 1).*** All governors will follow the guidelines before visiting:
- Always contact the Headteacher/subject leader at least a week before your visit.
- Clarify the nature of your visit.
- Wear a governors' badge and sign in at Reception.
- Fill in a Governor Observation Sheet ***(appendix 2).***
- Share your observations with the member of staff concerned as soon as practical after the visit.
- Remember to thank the class, teacher, Subject manager etc.
- Sign out at Reception and return the Observation form to the office.
- Be prepared to feed back to the Governing body or appropriate committee.

Written Records

It is extremely important to have a brief record of your visit since this is evidence to Ofsted that governors are actively and appropriately involved in the life of the school.

Please use the appropriate form which can then be kept in a file titled 'Governors' Visits to School'. If any concerns are raised from a visit then the record should remain as confidential until it has been discussed and a decision taken as to where it should be filed. Please note that any concerns should be shared with the Headteacher in the first instance.

Points to Remember

Our School is a working environment and very busy and it is likely it is very different from when governors themselves were at school! We welcome the interest of governors' and fully understand their statutory responsibilities but governors must be careful not to interrupt the fundamental business of the school and the children's education and, finally remember that teachers often work to a strict timetable and may not always have time to talk to a governor when they are teaching.

The Governing Body believes that fairness and consistency of judgement is essential to the operation of the school. All members of the school have equality of opportunity to achieve their full potential and will not be discriminated against because of age, disability, gender, sexual orientation, nationality, race, or religion. The Governing Body believes that the school always has to be aware of the potential for unconscious discrimination, to avoid assumptions about individual members of the school based on stereotypes and to use the teaching and learning arrangements actively to encourage everyone to achieve their full potential. All our policies are consistent with our duty of care to protect our pupils and to provide a
learning environment which is safe and healthy. In all our dealings, we respect the strict code of confidentiality that underpins our school ethos.

Policy agreed: **July 2011**
Review: **July 2014**

Appendix 2

Governor Visit Report Form

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Governing Body

Name:	Area/Responsibility:	Date:

Class/Staff visited:

Objectives of the visits: *(Headline objective – link to SIP)*

1. *(Specific objective)*
2. *(Specific objective)*
3. *(Specific objective)*

Brief notes:

Three positive comments:

1.

2.

3.

Two questions/observations:

1.

2.

Appendix 1

Governor Observation Schedule

	Autumn	Spring	Summer
2011-2012	English	Maths	ICT
2012-2013	Science	PSHE / RE	Foundation subjects
2013-2014	English	Maths	ICT
2014-2015	Science	PSHE / RE	Foundation subjects

Before observations begin, subject leaders come to curriculum committee to brief governors

Following a lesson observation:

- Governors complete the observation record form and hand in to office
- School office copies form to teacher and all governors on curriculum committee

In addition to above schedule:

- Annual meeting between SENCO / ABCO and SEN / Able Child governor