



# Grimoldby Primary School

## Governor Visits Policy

Date Approved: March 2024

Date for Review: March 2026

### 1. Aims

This policy aims to set and maintain standards of conduct that we expect all governors to follow when making visits to the school. Governors do not have an automatic right to enter Grimoldby Primary School. When they do so, they are invited guests.

This policy sets out the procedure which all governors are expected to follow when visiting Grimoldby Primary School and how they are expected to report back on that visit to the governing board.

By creating this policy, we aim to ensure that all governors understand their role and purpose so school visits are a productive and enjoyable event for all involved.

### 2. Guidance and scope

#### **2.1 Governors are observers**

Boards must know their schools in order to maintain robust accountability. Through pre-arranged visits that have a clear focus, governors will:

Observe whether the school is properly implementing school policies, and actions from the school development plan

Observe how those procedures are working in practice

Have the opportunity to gather the views of pupils and staff

#### **2.2 Governors are not inspectors**

Governors:

Will not assess the quality of teaching and learning in the classroom

Will not manage the school or interfere in the day-to-day operations of the school

For those governors who wish to spend time in a classroom, they will make their purpose in doing so clear.

### 3. Visits programme

Governors will carry out regular school visits in order to meet the board's statutory obligation to monitor the school's effectiveness.

Visits may include:

**Formal monitoring**, where governors discuss the progress of the school in a particular area with the relevant staff member. This may also involve looking at children's work and books.

**Learning walks**, where governors will go around the school with the relevant staff member to get a feel for a particular area

**Discussions with pupils and staff**, by prior arrangement to gain pupil and/ or staff voice

Governors will carry out school visits according to the following schedule:

#### **3.1 Governors for finance and safeguarding**

These governors will attend:

A half termly (6 times a year) 1:1 monitoring visit with corresponding staff leads

Ad-hoc meetings as required or requested on issues specific to their areas of responsibility

#### **3.1 Governors for health and safety and special educational needs,**

These governors will attend:

A termly (3 times a year) 1:1 monitoring visit with corresponding staff leads

Ad-hoc meetings as required or requested on issues specific to their areas of responsibility

#### **3.2 Subject lead governors**

Subject lead governors for core subjects will attend:

A monitoring visit each term with the subject lead

Subject lead governors for foundation subjects will attend:

Two monitoring visit each year with the subject lead

#### 4. Before a visit

##### Governors will:

Notify the headteacher before scheduling a visit, even if the headteacher will not be involved in the visit. They should be made aware as a matter of courtesy

Schedule an appointment with relevant members of staff in order to avoid friction and ensure visits are scheduled for times that are mutually convenient.

Be sensitive to the numerous demands staff have on their time

Clarify the purpose of the visit in advance with the headteacher and/or relevant member of staff

Be familiar with the school's safeguarding policies and procedures

#### 5. During a visit

Governors should know how to conduct themselves appropriately during visits in order to minimise disruption for staff and pupils and to receive the maximum benefit from the time spent.

##### **Governors will:**

Be on time

Always wear a visitor's badge

Use the agreed recording method for the visit. Photographs and videos are to be avoided

Remain as observers; they are not there to pass judgement on staff or inspect them

Ensure all parties are clear about why a governor wishes to spend time in the classroom, if they wish to do so

Pass on any concerns the staff raise with the relevant people

Be friendly but professional and dress appropriately, bearing in mind the standards of dress set for teachers and pupils

##### **Governors will not:**

Pass comment on classroom practice or any specific incidents that happen, 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

Behave in a manner that would make staff feel that they are there to inspect, e.g. sit at the back of the classroom with a clipboard

Raise concerns in the moment. Governors should note down any concerns they may have and raise them with the headteacher after the visit

## 6. After a visit

Governors will complete a written report as soon as reasonably practicable [using the form attached as Appendix A). In completing the report, governors will:

Use neutral language at all times

Remain observational, and describe only what they see

Focus closely on the agreed reasons for the visit, and its strategic role

Once complete, governors will submit their reports to the headteacher and staff member/s they have worked with following people, in the following order:

**Grimoldby Primary School**  
**Governor Visit/Monitoring**



**Subject/Area:**

**Aim of Visit:**

**Time & Date:**

**Governor(s):**

**Name of Staff involved:**

**Feedback from visit:**

**Areas for clarification:**

**Health and Safety Issues (if any):**

**Safeguarding Issues (if any):**

**Behaviour of Pupils:**