



Governor Visit Policy

Date Approved	Committee responsible for review of policy	Next Review Date	Policy on Website	Statutory Policy
November 2025	FGB	November 2026	No	No

Headteacher: Emma Humphrey

Aims

Through our strategic programme of governor visits to Anstey Junior School we aim to:

- Improve Governor knowledge of the ethos of the school and the work of the curriculum
- Assist the whole governing body to fulfil its statutory role, including the monitoring of the School Improvement Plan (SIP)
- Improve Governor understanding of the needs of Anstey Junior School and the priorities for the SIP
- Improve governor links with staff, pupils and parents
- Help governors to be able to support the school community
- Enable governors to take part effectively in assisting staff selection, job descriptions, person specifications and interviews to meet the needs of Anstey Junior School
- To highlight the needs for particular resources
- To maintain the profile of the Governing body within the school community
- Continually be aware of Safeguarding across the school

Timetable of Visits

- It is the responsibility of the individual governor to arrange visits with the Headteacher and the visit is related to specific areas of responsibility and to ensure that the Chair of Governors is informed
- Ideally, all governors should visit at least twice (for a monitoring visit) a year during the school day
- All new governors to be offered an introductory visit soon after their appointment to the governing body as part of their introductory programme with a more experienced Governor
- Governors are welcome to visit the school informally (but by appointment with HT) on many occasions during the school year – taking into account the needs of all concerned and the appropriate timing of visits
- Specific invitations may be sent for some occasions
- Governors should comply with all school procedures when visiting, including signing in and out and use of governors badges

Focus of Visits

Formal visits may follow up aspects of the SIP or aspects about which governors particularly wish to learn, or for which they have accepted responsibility (e.g. health and Safety, SEN, maths, gender differences or pupil premium spending etc.). The visits could have particular emphasis on one year group or one major aspect of the curriculum.

What governor visits are not about

- Making judgements about the quality of teaching
- Checking the progress of their own children
- Pursuing a personal agenda
- Arriving with preconceived ideas

Format of visits

- Planning and arranging for the visit with the Headteacher, who will ensure the governor is linked to the right member of staff with what are we looking at, how & why we want to see and how it links with the strategic thread.
- Most visits will take place in the classroom and staff will have been informed of the date and the purpose of the visit. This will have enabled them to prepare any information related to the focus of the visit and a set up programme (if necessary) for the governor
- The visit form should be given to school within 7 days of visit
- Mobile phones should not be used and kept out of sight across the school during monitoring visits.

A programme might include:

- Supporting a group of children on a set task
- Informal observations of children at work
- Opportunities to speak with the children on their work in progress
- Looking at one aspect of the SIP to gather evidence on how effectively it is being delivered.

Governors should be aware of the confidentiality of what they see and hear, along with being aware of the code of conduct and the 7 principles of Nolan Life.

Governors should be discreet so as not to interrupt the lesson in progress

The follow up

- Governor to fill in a report for the FGB (as attached)
- Staff and governors to give opinions of the effectiveness and success of these visits
- The Chair of Governors is to maintain a register of visits
- Governors and staff to up-date the policy every two years



GOVERNOR VISITS TO SCHOOL

Name of governor:	Area(s) of responsibility:	Date:
Staff visited:		
Agreed focus of visit:		
Objectives of visit (From the School Improvement Plan):		
Brief notes from discussion with staff: (including positive comments and points)		
Brief notes from discussion with pupils:		
Notes from links to school policies and procedures:		
Notes on the school environment and overall atmosphere:		
Safeguarding comments:		
Governor actions:		

To be returned to the HT/Chair of governors/loaded onto GovernorHub/Monitoring