

## Governors' Visits to School Policy

1. The aims of the visiting Governor programme at Cavendish Close Infant School are:
  - To enable governors to develop a greater understanding of the way the school operates.
  - To enable governors to become better informed about the school.
  - To build up good relationships between governors, staff and pupils.
  - To contribute to the Governing Body's monitoring role.
2. Visits must be arranged in consultation with the Headteacher and staff.
3. Visits will be part of a planned programme and they will link to School Improvement Plan priorities. The purpose and scope of each visit will be agreed in advance.
4. Each visit will start with a brief meeting with the Headteacher, Deputy Headteacher or lead teacher (depending on the focus of the visit) to ensure any last minute changes to the arrangements are discussed. The Headteacher is free to change the arrangements if necessary, including postponing the visit.
5. Any issues arising from the visit will be discussed with the Headteacher in the first instance. The Headteacher will ensure that time is available for a brief meeting with the visiting governor at the end of the visit.
6. The school will provide visiting governors with relevant information before the visit.
7. The Headteacher and staff will promote governor visits as valuable and positive. The children will be informed of who the visitor is and what they are expected to do.
8. Following the visit, the governors will use the attached 'Governor Visit Report' format to record their reflections. When completed, the report should be sent to the Headteacher for feedback before it is circulated to other governors.
9. The visiting governor will feedback key points and questions raised to the full governing body. Suggestions, recommendations and actions will be recorded in minutes with a plan and timescale.
10. Records of visits should not contain evaluative or judgemental comments about the quality of teaching and learning.

Policy updated: June 2016

Next planned review: June 2018

## Governor Visit Report

Name of Governor:	Date:
Focus of visit:	Classes/staff visited:
Summary of activities:	
What have I learned as a result of my visit?	Positive comments about the visit:
Aspects I would like clarified/questions that I have:	
Ideas for future visits:	
Any other comments:	
Signed _____ (Governor)	

