

St Peter's



Church of England
Primary School

St Peter's Church of England Primary School

Policy for Governors monitoring the work of the school and for carrying out visits to the school during the school day

The Local Governing Body is a committee of the Trust and accountable to parents, pupils, and Central Government through Ofsted. Because governing bodies have a statutory responsibility to monitor and evaluate the effectiveness of the school and its curriculum, governors need to know the strengths and weaknesses of the school and what progress is being made towards targets set out in the Raising Achievement and Progress Plan (RAPP). At St Peter's much of this work is undertaken as routine parts of the regular sub-committee meetings; however, it remains important that Governors have the opportunity to see the school at work in order to ensure they are fully discharging their statutory responsibilities. At St Peter's we also want Governors to be able to celebrate the work of the school in the wider community and to acknowledge the work that is done by staff and this provides further very important reasons for visiting the school.

This policy should be read in conjunction with the Trust Committee's Terms of Reference and Code of Conduct, and Lord Nolan's Seven Principles of Public Life.

At St Peter's Governors are able undertake visits to the school in a number of different ways:

- Discussions with members of Senior Leadership team or subject leaders outside governing body meetings
- Being a linked governor to an area of school life e.g. SEND governor
- Learning walks during the school day with a member of the teaching team
- Shared observation of learning in a classroom with another teacher
- Discussions with teachers and support staff around work on the RAPP
- Discussion with pupils (pupil voice)
- Attending school events – e.g. Performances and collective worship
- Attending an annual Governors' Conference
- Sharing book sampling
- Viewing recorded online lessons (remote monitoring visits)

Protocol for visits during the school day

Visits should be undertaken as part of a strategic programme to:

- Improve governor knowledge of the school, its staff, needs, priorities, strengths and weaknesses
- Offer governor support to link faculties
- Monitor and assess the priorities as outlined in the development plan
- Assist the governing body in fulfilling its statutory duties

Visits are not:

- Inspections where judgements are made
- Evaluations of the quality of teaching

Before visiting the school the governor(s) should:

- Agree with the Head Teacher, SLT member or subject leader as appropriate the date and time of the visit
- Agree the purpose of the visit
- Agree the role to be taken if working with children or going into lessons
- Ensure that they are familiar with health and safety procedures, including what to do in the event of a fire, *(details at the front of the governors' signing in book)*

After visiting the school the governor(s) should:

- Complete a visit report outlining the objectives and results of the visit (pro-forma attached)
- Agree the report with the staff involved in hosting the visit
- Recognise the work that staff have undertaken
- Provide constructive feedback as appropriate
- Report back to the subcommittee or full governing body if applicable
- Report to be passed the staff members and to the Clerk to Governors (with a copy to the Head Teacher)

Confidentiality

Confidentiality should be adhered to school visits. Observations and comments should be shared with the teacher concerned, and with the Head Teacher but not with other staff or with parents. Reports to the Governing Body should not identify individual members of staff and must not identify children.

Minimum commitment

Individual governors have differing amounts of time to commit to monitoring activities. It is important, however, that all governors should try to make visits at some time, beyond that initial general visit to the school when one is newly appointed to the governing body. A governor should aim to make a visit to the school *during the school day at least once a year.*

Review

This policy should be reviewed by the Local Governing Body each academic year.

Approved by: Local Governing Body **Date:** 7th July 2021

Last reviewed on: 22nd June 2021 by Sharon Roberts and by LGB on 23rd June 2021

Next review due by: June 2022

St Peter's



Governor Monitoring Visit report

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Date of visit:	
Purpose of Visit:	
Name of Governor(s) and Leader(s) involved in the visit:	
Links to the Raising Attainment and Progress Plan (RAPP):	
Brief evaluation of the activity undertaken and the discussion with a leader(s): (Including key questions posed to hold leaders to account)	
Agreed strengths and areas for a leader(s) to consider/develop/follow up:	
Date of next Governor Monitoring Visit and focus:	
Link(s) to the RAPP of next visit:	