

YSGOL UWCHRADD ABERHONDDU BRECON HIGH SCHOOL



Governors' Visits to School Policy

Author	Head
Agreed by	Governors on 07/02/17
Review Date	09/2018

Governors' visits to School Policy

Context

Individual governors do not have an automatic right to enter the school whenever they wish. However, they need to be able to visit from time to time to develop their understanding of the school. They also need to visit to enable them to fulfil their statutory responsibility. Confidentiality is paramount to the success of Governor link visits.

The Governing Body should plan visits to cover a wide range of school work and each visit should have a clear purpose. Governors visit classes to learn, not to inspect. They do not replace professional inspection or the monitoring and evaluation carried out by the Headteacher, SLT and Head of Department.

Purpose of the visit

Visits are undertaken to:

- improve Governing Body knowledge of the school and the people that work in it
- assist the Governing Body in monitoring the implementation of the school improvement plan
- assist a Governor to fulfil a specialist governor role such as Health and Safety
- assist the Governing Body in fulfilling its statutory duties
- assist the Governing Body in making informed decisions

A Protocol for Governors' Visits

- Governors will normally visit subject areas termly. Additional half-termly meetings may take place if they are required.
- Communication between Governors and teachers will usually be by e-mail.
- Governors are there to observe and inform themselves. They will intrude as little as possible on the teachers' time.
- Governors attached to a department or class should arrange an appointment to discuss how to proceed with the link arrangement.
- Governors can go into classes when invited to do so by the teacher.
- Governors can talk to pupils in class only when invited to do so by the teacher.
- Governors can attend Curriculum Team meetings at any time, usually by prior agreement.
- Governors can attend departmental or staff meetings when invited to do so.
- Members of staff can invite Governors into the staff room if they wish.

- Governors will not normally go into the staff room unless they are invited.
- Governors can normally make an appointment when they want to come into school, not just drop in.
- Members of staff are always free to say that it is not convenient for a governor to come in at any particular time.
- These informal contacts should not be used to raise individual problems that should properly be resolved by the Senior Management Team.
- If Governors see something that worries them, they will discuss this first with the teacher.
- Governors will keep up to date with the content of the school website.
- Governors are invited to attend Parents' Evenings and all social events, as set out in the school calendar.

The protocol as set out below is an expectation on all for successful visits.

	ALWAYS	NEVER
BEFORE	Agree the purpose and timing of the visit.	Turn up unannounced.
DURING	Report to reception. Wear your Governor's or Visitor's badge. Introduce yourself to staff and pupils, if appropriate. Note and praise the positives. Remain focused on the purpose of the visit. Thank the staff and pupils.	Walk in with a clipboard. Arrive with preconceived ideas. Interrupt teaching. Make professional judgements about staff expertise. Focus on issues relating to your child only (if applicable).
AFTER	Compile the report on the agreed proforma. Raise concerns with the teacher you visited. Share the report with the teacher. Raise specific concerns with the Headteacher.	Leave without a word or any feedback. Discuss your concerns outside the Governors and SLT.

The report will be completed on the proforma preferably with the teacher and on the same day – Appendix 1 which outlines:

- **Purpose of the visit.** The purpose as previously agreed with the Governing Body and the Headteacher.
- **Links with the School Development Plan.** How does the visit relate to a priority in the SDP?
- **Comments on the focus of the visit.**
- **Any key issues arising for the Governing Body.**
- **Action agreed following the visit.**
- **Action following report to Governors.** Make a record of any action agreed by the meeting.

Appendix 2 sets out Governor Responsibilities in the current academic year.

It is updated by the Clerk to the Governors following the Autumn Term Full Governors' meeting.



Governor Subject Link Visit Date: Curriculum Area:

Purpose of the Visit: As previously agreed with the Governing Body and the Headteacher

Comments on the Focus of the Visit:

Key Issues arising for the Governing Body: Feedback at Governors' Meeting

Links with the School Improvement Plan: How does the visit relate to a priority in the SDP?

Outcomes re discussion what spending/impact of Department Capitation allocation

Action Agreed following the Visit:

Signed: Signed:

Governor: Teacher:

Action following report to Governors:

GOVERNORS' RESPONSIBLE FOR SUBJECT AREAS 2017-18

GOVERNOR	SUBJECT AREA
Sian Drinan	Art
Rhys Ridge	Design & Technology
Sian Drinan	Drama
Joan Brown	English
Chris Pierce	Geography
Sian Drinan/Robin Lewis	History
Liam Martin	ICT/Computer Science/Business Studies
Alison Phillips/Manny Trailor	Maths
Martha Rees/Rhys Ridge	Modern Foreign Languages
Peter Rowlands	Music
Chris Pierce	PSE/Welsh Baccalaureate/Key Skills
Alison Phillips/Peter Rowlands	PE
Robin Lewis	RE
Chris Pierce	Science
Sian Drinan/Rhys Ridge	Welsh
Sian Drinan/Rhys Ridge	Welsh Medium
Martha Rees/Sian Drinan	ALN
Gillian Thomas	Safeguarding/Child Protection/Looked After Children
Chris Pierce	School Performance Data
Joan Brown	Equal Opportunities
Cllr. Edwin Roderick	Health & Safety
Sian Drinan	Attendance & Wellbeing