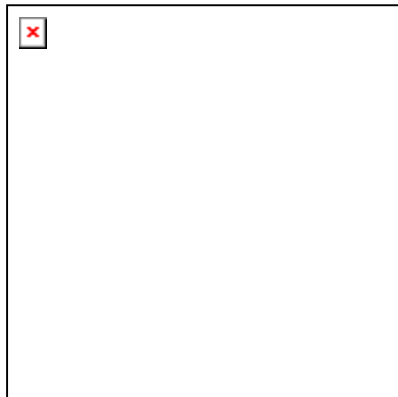


Hamp Community Junior School

Governor Visits Policy



Written by - Anna Roxburgh Headteacher

October 2008

Date Approved by Governors

Signed

Protocol for Governor Visits to School

Through our programme of individual governor visits we aim to Improve governor knowledge of the ethos of the school and awareness of the work on the curriculum.

Governor Visits

Through our programme of individual governor visits we aim to:-

- Improve governor knowledge of the ethos of the school and awareness of the work on the curriculum.
- Assist the whole governing body to fulfil its statutory role.
- Improve governor understanding of the needs of the school and the priorities for the future school development plan.
- Monitor and evaluate the current school development plan especially in relation to curricular issues.
- Improve governor links with staff, pupils and parents.
- Help governors to be better able to support the school community.
- To highlight the needs for particular resources.
- Timetable of visits.
- If possible all governors to visit at least once a year during the working day.

All new governors are offered an introductory visit soon after their appointment to the governing body as part of their introductory programme.

Protocol for Visits

Contact the Headteacher and agree a time and a date for your visit. Governors are welcome to informally visit the school (with prior notice during the school day) taking into account the needs of all concerned and the appropriate timing of visits e.g. assemblies.

- Visits to talk with the head, SENCO or curriculum coordinators can also be made by appointment.
- The Headteacher has final say on time and date.
- Fill in form below stating the purpose of the visit, curriculum area, class or teacher you wish to visit.
- No more than one visit per teacher, per governor, per half term.
- At least one weeks' notice should be given.
- Report to Reception on arrival and sign in.
- Dress appropriately and observe school rules.
- Any questions you may have should be raised with the teacher or Headteacher at an appropriate time, (ie not in the middle of a lesson).
- Ensure you feedback to the whole governing body).
- Specific invitations are sent for some occasions.
- Governors can view copies of parents' newsletters etc on the school website at www.hampjunior.co.uk which contain notice of events and are welcome to attend these.

The visit - Most visits take place in the classroom and staff will have been consulted about the date and purpose of the visit. This will have enabled them to prepare any information related to the focus of the visit and to set up a programme for the governor. This might include;

- Informal observations of children at work
- Opportunities to speak with children on their work in progress
- Opportunities for observing displays of work in the classroom which show progress over time
- Opportunities for pupils to demonstrate work to governors
- Governors would be expected to be present at the beginning of a lesson - this will enable the teacher to introduce them to the class and explain the reason for their presence.
- Governors should be aware of the confidentiality of what they see and hear
- Supporting a group of children on a set task
- Governors should be discreet so as not to disrupt the lesson in progress.

Focus of Monitoring Visit

Visits will focus on aspects of the school development plan, and on carrying out the work of the governing body e.g.; SEN, Health and safety, Literacy governor roles.

- It is suggested that Governors may like to arrange a meeting with the Subject Leader/Manager to discuss school policy, scheme of work and development planning prior to undertaking a lesson observation. It is also suggested that the first lesson observation should be an observation of the subject leader followed by a further lesson observation of another class in order to gain comparative information. Further discussions may then be arranged with the subject leader on any questions arising out of the observations. The purpose of the lesson observation is to gain information on how subjects are taught and not to make any judgements on the quality of the teaching and learning.

The visits could have particular emphasis on one year group, or on one major aspect of delivery of the curriculum. The Curriculum committee will discuss the focus of these visits and suggestions brought to the whole governing body.

What governor visits are NOT about

- Making judgements about quality of teaching and operational management.
- Checking the progress of own children.
- Pursuing personal agendas.
- Monopolising teachers time
- Arriving with inflexible preconceived ideas
- Interrupting, giving ideas or suggestions during teaching time

The follow up

1. Governor to fill in a report sheet for governing body/staff as appropriate (as attached)
2. Feedback to governing body in full governing body meeting/curriculum committee that the visit has taken place.
3. Staff and governors to give opinions on the effectiveness and success of these visits
4. Governors and staff to update the policy every three years.

Hamp Community Junior School
REPORT OF VISIT

NAME OF GOVERNOR:

AREA OF LINK RESPONSIBILITY:

DATE OF VISIT:

SUBJECT MONITORED: CLASS OBSERVED:.....

LESSON OBSERVED:

DISCUSSIONS WITH SUBJECT LEADER:

Comments:

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Follow up – Recommendations or Action (if any) for Full Governing Body:

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One copy to Headteacher, one for Chair of Governing Body Master File.