

QEHS and HMS Hard Federation (the Federation)

Policy for Governors Visits.

Prepared by Roland Beevor  
March 2010

Title: QEHS / HMS Federation Policy for Governors Visits.

Policy Number:

Revision No: 0

Type of Policy: Not dictated by County

#### Approval

Title	Name	Signature	Date
Headteacher QEHS	Neil Morrison		
Headteacher HMS	David Watson		
Chair of Governors	Adrian Woolley		

#### Revision History

Revision No	Reason for Change
Draft 1	New Policy

### 1 Purpose of this Policy

This Policy and supporting procedures are intended to guide the Governors in their duty under the Education Act to 'conduct the school with a view to promoting high standards of educational achievement at the school' and to enable them to demonstrate their role in monitoring and evaluating the schools in accordance with Governor Mark.

### 2 Scope

This Policy applies to both Schools in the Federation. It is intended to identify the intentions of Governors rather than to limit the Governing Body to a particular set of actions, further appendices describing procedures for visits of a type not currently envisaged may be added without revising this Policy. A Procedure for formal visits to HMS and QEHS is attached (appendix 1). Procedures may be amended or added to at the discretion of the Pupil and Curriculum Development Committee.

### 3 Responsibilities

3.1 Chair of the Pupil and Curriculum Development Committee: maintenance of formal Visit Schedule.

3.2 Chair of Governors: reporting of Visits to Governing Body, approval of Visit Schedule

- 3.3 Head Teachers: Nominate Visit Co-ordinator. Give response to recommendations
- 3.4 Visit Co-ordinator: Timetable of visit
- 3.5 Visiting Governors: attendance, observation of visit etiquette, report.

#### 4 References

- 4.1 Education Act 2006
- 4.2 A Guide to the Law for School Governors January 2010 Chapter 3 Paragraph 9 and 10.
- 4.3 Governor Mark 2009
- 4.4 Terms of Reference of Pupil and Curriculum Development Committee
- 4.5 Procedure for Governors Visits (Appendix 1)

#### 5 Policy

##### 5.1 Purpose of Visits

Governors visits are carried out as part of the responsibility of the Governing Body to monitor and evaluate Schools, and to promote high standards of educational achievement.

Governors visit as lay people, naturally they bring their experience and opinions, but their purpose is to better understand the school and how it addresses its responsibilities, not to comment on individual teachers or pupils, to pursue personal issues or give professional opinions. Visits are directed at aspects of the Schools' functioning which have been identified as meriting particular attention, where it is felt that an outside view will help with development, or to demonstrate the effect of changes. Governors are looking to make themselves more able to contribute to discussion and to recognise and celebrate achievement.

##### 5.2 Focus and Frequency of Visits

A major benefit of Visits should be to focus attention on a particular topic, as such there is a limit to the number of visits that can usefully be made, but the Governing Body must build up a body of evidence that it is fulfilling its responsibility to monitor and evaluate. This evidence may be supported by reports of informal visits to events, and through reports by governors with specific responsibilities, but neither of these will necessarily include opportunities to observe the day to day functioning of the school.

The Pupil and Curriculum Development Committee proposes the focus, number and order of Visits. The Governing Body may modify and approves the schedule, and allocates Governors to Visits.

##### 5.3 Reporting

Visiting Governors offer a draft report to the Visit Co-ordinator. The agreed Report is presented at the Governing Body Meeting, any recommendations which can not be immediately addressed are responded to at the following Meeting

## Procedure for Governors Visits.

Prepared by Roland Beevor  
March 2010

Title: QEHS / HMS Federation Procedure for Governors Visits.

Procedure Number:

Revision No: 0

## Approval

Title	Name	Signature	Date
Chair of Pupil and Curriculum Development Committee			

## Revision History

Revision No	Reason for Change
Draft 1	New Procedure

## Procedure for Governors Visits

- 1 Purpose: A practical guide to carrying out visits to HMS and QEHS
- 2 Scope: Formal visits by Governors to either or both schools
- 3 Responsibility:
  - 3.1 Head Teacher:
    - nominate a Visit Co-ordinator
    - Respond to recommendations
  - 3.2 Visit Co-ordinator:
    - agree date(s) of visit with Governors and staff
    - agree timetable for visit with head teacher, department heads, staff, circulate timetable
    - ensure that staff involved understand purpose and focus of Visit
    - send any useful documents to Governors a week before the visit, these might include:
      - reports of previous related visits
      - National Curriculum requirements
      - Lesson plans
      - Risk Assessments
    - check draft report for errors of fact, discuss any changes with Governors
    - include Report in papers for next Governing Body Meeting
  - 3.3 Governor:
    - Understand the objective of the visit
    - Read information supplied before the visit

Discuss any particular concerns with the Visit Co-ordinator or Headteacher

Offer the draft report to the Co-ordinator giving time for amendments and for the agreed report to go in the mailing of documents for the Governing Body meeting

#### 4 Programme of Visits

The Pupil and Curriculum Development Committee prepares a rolling programme of Visits a year in advance, taking account of, for example:

- School Development Plan objectives

- changes in subject areas

- progression

- non-curriculum topics as a focus for visits

- the complexity of the proposed visit, and the number of Governors to involve

#### 5 Arranging a Visit

The Head Teacher will nominate a visit co-ordinator whose responsibilities are stated above. A governor who has not had contact with a visit co-ordinator six weeks before a the Governing Body meeting at which a visit is expected to be reported should approach the Co-ordinator, or their Head Teacher.

#### 6 Undertaking a Visit

It is important that everyone involved in a visit understands and supports its purpose. Governors visit to improve their understanding of the school, to gather evidence to show that the school operates in accordance with statutory requirements and the Schools Policies, and overall to promote the aim of achieving a high standard of educational achievement. Visiting Governors do not judge teaching style or classroom management, or bring up personal or pupil issues. Governors understand that a class is a complex situation where a visitor may be inconvenient, and will take their cue from the teacher.

#### 7 Reporting a Visit

Governors will prepare a draft report stating the circumstances and objectives of the visit, what they observed, and any comments and recommendations they want to put to the Governing Body. They will show the draft to the Visit Co-ordinator, giving time for circulation and amendments before the agreed report is circulated to Governors a week before the Governing Body meeting.