



# Seymour Road Academy

## Governor Visits to School Guidance

### **Introduction**

The Governing Board recognises that its members should make efforts to visit school in order to gain awareness and understanding which helps them fulfil their roles and responsibilities effectively.

Governors will, under normal circumstances, visit the school by appointment with the Principal or other members of staff as agreed. Governors will at all times report to reception upon arrival and follow the procedures for visitors in order to set a good example for other visitors and to comply with H&S procedures. Governors will recognise at all times that they have a strategic role and will respect the professional roles of staff and raise any issues appropriately at meeting of full Governing Board or the Principal. Governors must not act as 'inspectors'. Visits to school by Governors should, wherever possible, help to inform the strategic role of the Governing Board.

### **Expectation**

All Governors will be expected to visit the school at least termly and required to complete a Governor Visit Report (See attached).

All new Governors will receive a copy of this policy and be briefed in the induction process which is the responsibility of the Chairperson/Principal or other designated Governor. As part of the induction process new Governors will have a tour of the school in order to gain an understanding of the layout, systems, practice and current issues.

### **Engaging with parents**

Governors will recognise, and make clear to parents/carers if upon hearing concerns or receiving complaints, that particular issues should be firstly addressed by their child's teacher in line with the complaints policy.

### **Voluntary helper role**

Governors acting as voluntary helpers will be treated the same as other voluntary helpers in the school including limits to responsibility, supervision arrangements, training and support, and DBS checks where deemed necessary. (Governor visit report not required in this role).

## **Reviews**

This policy will be monitored through feedback from Governors and Staff and will be reviewed every 3 years.

**Remember:** Monitoring staff performance is the role of the Principal NOT the Governor

### **Before the visit**

1. Clarify and agree the purpose of the visit with the Principal/appropriate staff member
2. Agree a date/time for the visit that is suitable for all involved
3. Agree how you will conduct the visit
4. Read any appropriate policy and familiarise yourself with the Governor Visit Report

### **During the visit**

1. Report to the school office (start and finish) and follow procedures for visitors
2. Get involved with pupils activities when invited but don't interfere
3. Do not comment on a teachers conduct of a lesson or on individual pupils

### **After the visit**

1. Any safeguarding concerns must be reported to DSL immediately
2. Report any major concerns to the Principal ASAP
3. Make notes while the visit is still fresh in your mind
4. Complete a Governor Visit Report and return to the school office (hard copy or email)
5. Don't include comments about individual teachers or pupils
6. Reflect on your visit and consider suggestions/actions
7. Remember that CONFIDENTIALITY must be adhered to at all times

### **Governor visit reports**

1. Blank copies will be keep in the school office or electronic version can be obtained
2. Completed reports will be kept in a file in the school office
3. Keep a copy for yourself for discussion with Chair/Principal/Governing Board if required
4. Reports will be reviewed by Chair/vice Chair, Principal and may be viewed by OFSTED



Governors Name:				Date:						
Focus of visit:				Area visited:						
Summary of activities:										
Engaged with: <i>(Place X against all groups engaged with during visit)</i>										
P / SLT		Teachers		Pupils		Parents		Admin		Other
Suggestions / actions										
Signed:										
Reviewed By CoG/Principal Including any responses to Suggestions/actions										

