



GOVERNOR MONITORING POLICY

Aims

Through our programme of individual governor visits we aim to:

1. Improve governor knowledge of the ethos of the school and awareness of the work on the curriculum
2. Assist the whole governing body to fulfil its statutory role
3. Improve governor understanding of the needs of the school and the priorities for the future school development plan
4. Monitor and evaluate the current school development plan especially in relation to curricular issues, progress and standards
5. Improve governor links with staff, pupils and parents
6. Help governors to be better able to support the school community
7. To highlight the need for particular resources

Governor Visits

- If possible all governors should visit 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
- 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
- Specific invitations are sent for some occasions
- Visits to talk with the head or curriculum coordinator can also be made by appointment
- Governors receive copies of parents' newsletter electronically which contain notice of events and are welcome to attend these, again with prior notice, just a phone call to school ensuring it is convenient

Focus on Monitoring Visit

Visits should focus on aspects of the school development plan and on carrying out the work of the governing body e.g.; SEN, Safeguarding, Subject areas, assessment.

He visits could have particular emphasis on one year group, or on one major aspect of delivery of the curriculum. The Strategic Development 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

Format for visits

Before the Visit

Arrange a visit with the appropriate member of staff and agree the aim of the visit and arrangements for it in advance. Ensure headteacher is aware of the details of the visit.

The Visit

Most visits take place in the classroom and staff will always 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;

1. Supporting a group of children on a set piece of work
2. Informal observations of children at work
3. Opportunities to speak with children on their work in progress
4. Opportunities for observing displays of work in the classroom which show progress over time
5. Opportunities for pupils to demonstrate work to governors

Conduct during the Visit

Governors may 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.

Governors should be discreet so as not to disrupt the lesson in progress.

Finishing the Visit

There may then be a brief meeting with a member of the Leadership team to review the focus of the visit and clarify any queries.

Follow up after the Visit

Governors and members of staff will fill in a report sheet for governing body/staff as appropriate (as attached)

Individual governors will then feedback to the governing body committee (SDC, F&GP, P&P) that the visit has taken place.

Members of staff and governors will give opinions on the effectiveness and success of these visits on the forms completed.

GOVERNORS VISIT REPORT FORM – GOVERNOR

Name:

Area (responsibility):

Date:

Staff visited:

Objectives of visit:

1.

2.

3.

Brief Notes:

Positive comments:

Questions:

GOVERNORS VISIT REPORT FORM – STAFF

Name:

Class and subject area observed:

Date:

Governor who visited:

Objectives of visit:

1.

2.

3.

Brief Notes:

Matters arising:

Any comments about/problems with visit: