

Firs Farm Governor's Visiting Guide Policy

Many Governors worry about making visits to schools and about visiting a classroom. The purpose of this guide is to suggest how a visit could be conducted in a way that allows staff and Governors to gain the most from their visit. With effective and focused ideas the Governing Body will find it has useful tools for evaluation and monitoring.

Value of visiting - it give Governors the opportunity to

- Observe the range of learning, attitudes, behaviour and values in the school
- Evaluate their focus area
- Observe the operation of policies at work e.g. behaviour/teaching and learning
- Get first hand practical information about how the school day runs
- Become known to the school and be able to make a commitment to the school
- Become active in supporting activities of the school
- Become a critical friend of the school
- Hold the school to account and evaluate its progress

Value of a Policy

- Ensure visits are focused
- Gives everyone a clear understanding of roles and responsibilities
- Ensures the views of the visiting Governor are recorded for full governing Body meetings
- Sets out an agreed code of practice for Governors

Frequency of visits

- All Key subject Governors should try to visit once a term to talk to Coordinators and others once a year

Arranging and planning a visit

- Please always agree a time and date with your Headteacher or Link coordinator so you will have a member of staff's full attention.
- The key person will arrange time and duration of visit and focus
- Dress code would match those of staff- we ask staff to be smart

- Staff should be called by their full name when undertaking any learning walk

Recording a visit

- Please fill in a Learning Walk sheet before you leave (see attached sheet)

Advice to Governors

- Be supportive to the headteacher & staff. Remember that you are representing the Governing Body in a formal capacity and are a guest of the school
- Ask questions at the appropriate time e.g. during arranged visits or after school. Do not interrupt teaching & learning or make demands on staff when not an official visit. (e.g. log any concerns & talk to relevant link staff at agreed time)
- Beware of giving opinions –you are there to listen and learn.
- Be positive –being negative can damage relationships and confidence

Building relationships

- School visits to key coordinators and teaching sessions are an integral part of the governors role
- Good visits are productive if you have a structure or focus
- Remember that all visits are stressful for teachers and governors
- Please discuss your observations with the Headteacher or a member of staff that shows you round before leaving the school

Useful tips

- Arrive punctually
- Sign in and out at the office
- Introduce yourself to any staff member whose session you may be observing
- Talk to the children where possible
- Work with a group

Remember to complete a written form (see below)



FIRS FARM LEARNING WALK

Governor/Visitor.....Date

Accompanied by.....

A Learning Walk is a focussed visit through learning areas, followed by feedback and reflection and considers the 'so what?'

We believe the form will improve student learning: This is about the next steps in improving practice, celebrating achievement and developing a school wide focus and also about thinking about education for the future.

For the purposes of this visit, the focus will be on :.....

School Aims and evidence of progress.

School Vision

Our mission is to work together in school to raise standards and support school improvement

School Aims

There is Quality Education for all children in partnership with parents, guardians, governors and the community

Teachers hold the key to good practice

Children will learn to collaborate and make good friends

Literacy, Numeracy & ICT are of paramount importance

All will be treated as equals

All will be encouraged towards independence

We are a “Rights Respecting School” and follow a set of Golden Values

We have the right to feel safe at all times.

We all have the responsibility to make sure that everybody feels safe.

We have the right to learn and achieve and play peacefully together.

We have a responsibility to make sure that everyone can learn and play peacefully together.

We have the right to work in a safe environment.

We have the responsibility to make sure that we are safe and look after the environment.

We have the right to be heard, valued and included.
We have a responsibility to make sure that everyone is heard, valued and included.

We have the right to be proud of our beliefs and where we come from.
We have a responsibility to make sure that everyone can be proud of their beliefs and where they come from.

Evidence of High Quality Teaching & Learning Standards & Rights & Respecting School.

Successful points seen

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Questions Arising from the visit

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Governor/Visitor Signature.....