

# Aspire Learning Trust



## Governors' Visit Policy

Policy Reference: Governors' Visit Policy 2017

To be reviewed: Annually

Policy Owner: Local Governing Body (New Road Primary School and Park Lane Primary School and Nursery)

Policy Progression Revisions		
Date	Reviewed	Description of changes
		New Policy

Date Approved	
Date Reviewed by	
Signature of Chair	
Print Name	

# Governors' visit policy

## Purpose

The purpose of this policy is to outline the principles, which operate in relation to governors' monitoring visits.

## Principles

The following principles will apply;

- All governors, wherever possible, will participate in a programme of visits, with new governors paired with more experienced governors;
- The total number of visits per term will be agreed with the Head, in conjunction with the Chair;
- Wherever possible, joint visits will be arranged with governors from the other primary school;
- The date, time and purpose of each visit will be arranged in conjunction with the appropriate member of staff;
- Apart from introductory visits for new governors, all visits will have a clear focus linked to an aspect of the School Improvement Plan (SIP), school policy or other statutory area such as health and safety;
- If a governor is going to spend time in a classroom, this will be discussed with the class teacher, so both are clear how long the governor is coming for, what they are going to look at and what they are going to do;
- Governors understand that their visits are not inspections. They will not act like inspectors or report back to the LGB on the quality of teaching or the standard of pupil's work. If they want professional judgements about standards or progress, they will ask the Head and/or staff;
- Governors will respect and maintain confidentiality at all times with regard to staff, pupils and parents that they have contact with during visits;
- If, as a result of carrying out a visit, governors have any concerns about the operation of the school, they will discuss this with the Head;
- Governors will draft a written report detailing the visit, using the standard Aspire form. The draft should be shared with any other governors involved in the visit and the staff to check for accuracy. Once it is agreed as an accurate record of the visit it should be shared with the Head before being submitted to the next meeting of the LGB, via the Clerk;
- Where more than one governor is involved in the visit they will take it in turns to draft the report;
- At each visit, as well as looking at progress against the School Improvement Plan, governors will also follow up on any actions identified in the previous report;
- A record of governors' visits will be kept in the minutes and the Clerk will maintain paper/electronic copies of reports;
- The Chair will maintain a record of which governors are linked to which area of the School Improvement Plan etc, the date of visits and that reports have been submitted to the LGB;
- This policy will be shared with staff for their comments and information, so that all participants have the same expectations of how governors' visit will be carried out;

- In agreement with the Head, staff governors and those governors who have subsequently taken up employment with the school\* may still participate in governor visits where appropriate. In these circumstances agreement should be sought from their line manager to have time off to attend visits where this is scheduled to take place during their school working hours. However, it may not always be possible for this to be facilitated;
- To prevent any conflict of interest governors employed by school should not be involved in visits to their particular area of work (for example a governor working in EYFS would not be involved in visits to that particular area) Parent governors?
- Any concerns about potential conflicts of interest should be raised with the Head and Chair in the first instance who will determine a way forward;
- Where a governor who is a member of staff participates in a visit, the fact that they are staff must be recorded on the visit form.

## Review

This policy will be reviewed on an annual basis at the same time as governors are being allocated to specific areas of responsibility.

February 2018

## Notes

\*For **maintained schools** a person is disqualified from being a parent governor if he/she is paid to work at the school for more than 500 hours in **any consecutive 12 month period (at the time of election or appointment)**.

For **academies, a trustee** may be employed by the academy trust or enter into a contract for the supply of goods or services to the academy trust, other than for acting as a trustee.

This is explained in article 6.7 of the DfE's model articles of association for academies.

The **articles do not specify a maximum number of hours** for this work.

(Taken from an article on the Key for school Governors website 'Parent Governors: Role')