



Benson Community School

There are no limits to what you can achieve



Governor Visits

The Governing Body of Benson Community School has a responsibility to keep in touch with what is happening in the school. Although their role is strategic it is important that they have some understanding of the daily work of the school. Meeting children, talking to staff and watching activities and lessons will help Governors understand better some of the issues they discuss and make decisions on.

Objectives:

The governing body should aim to:

Inform decision making by each governor having visited at least one lesson during the year

Be aware of the feelings of members of staff and the issues they face by each governor having had a more lengthy discussion with at least one member of staff during the year.

Read and keep up to date with school newsletters and other documents.

Keep up to date with their nominated area/class

Roles and Responsibilities

Safeguarding

Special Needs

Nursery and Reception

KS1

KS2



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Context

One of the key responsibilities of the GB is to monitor progress and performance of the school. Visits are a part of that.

A programme of governor visits is part of the the yearly monitoring calendar.

Each governor is asked to make at least one visit a year during school time and report back to the Governing Body.

In addition governors may monitor an area of the

School Development plan.

Visits enable governors to:

- See the school at work
- Get to know staff
- Demonstrate commitment to the school
- Give active support to the staff and school
- Evaluate resources and observe requirements
- Gain first hand information about the school

Before a visit, governors will:

- Contact the Head and agree a date, time and focus for the visit
- Clarify the courtesies and expectations of the visit
- Plan which areas/classes will be visited
- Draw up a timetable with relevant member of staff
- The relevant member of staff will make sure staff are aware of the visit

During a visit, governors will:

- Arrive on time, confirm timetable with staff
- Observe – only participate by invitation
- Respect the professionalism of the teacher



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- Keep questions for class teachers until after the classroom visit
- Remember the rules of confidentiality
- Not interrupt the teacher or distract pupils

After a visit, governors will:

- Thank staff and children, possibly in writing
- Complete a visit pro-forma. Submit draft to member of staff that the meeting has been held with for comment.
- Submit final version of visit pro-forma to Head.
- Final version to be circulated to governors and staff
- Reports should be factual – without opinions, and without as far as possible identifying individual staff members

Visits are not about:

Inspection

Making judgements about the expertise of teachers

Checking on your own children

Pursuing a personal agenda

Arriving with pre-conceived ideas