



# The Nar Valley Federation of Church Academies

## Local Governor Visits Policy

<b>Policy Type:</b>	<b>Academy Policy</b>
<b>Approved By:</b>	<b>Local Governing Body</b>
<b>Date Approved by LGB:</b>	<b>20/07/2021</b>
<b>Review Date:</b>	<b>July 2023</b>
<b>Person Responsible:</b>	<b>Head Teacher</b>

## Summary of Changes

The policy has been amended as follows.

Page Ref.	Section	Amendment	Date of Change

## General Policy Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust (DNEAT) is accountable for all policies across its Academies. All policies, whether relating to an individual Academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured, and talents released.

A Scheme of Delegation for each Academy sets out the responsibilities of the Local Governing Body and Head Teacher. The Head Teacher of each Academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

Through our Christian Values we are an inclusive federation which strives to we enable all staff and children to: -

***'Let your light shine'***

Matthew 5:16

***We aim to become a community which nurtures individuals to develop a sense of belonging, purpose and self-belief in order for all to flourish and shine.***

Our values of respect, responsibility, kindness, courage, hope and forgiveness are clearly illustrated in the parable of the Good Samaritan (Luke 10:25-37). This powerful message provides a basis to enable our children to flourish and shine as unique individuals.

## **Rationale**

The purpose of this policy is to provide a framework for governors to make focused visits to the school so they can build effective working relationships with staff, gain a greater understanding of the strengths and areas for development in the school and to monitor the impact of the Federation's policies and curriculum on outcomes for pupils.

Governors are held to account for the performance within each of our three schools and will be expected to be able to talk about progress being made and how well targets and priorities for the school are being met, to Ofsted, the Department for Education, DNEAT as well as the Full Local Governing Body.

Some of the monitoring that will take place should and will involve Governors visiting the school, coming into classes, talking with children and taking part in celebration or special events.

## **Visits are undertaken to:**

- Fulfil statutory responsibilities to monitor and evaluate the effectiveness of the school and its curriculum.
- See school policies and schemes of work in action.
- Observe the ethos and atmosphere of the school, its character and curriculum.
- Provide opportunities to recognise and celebrate success.
- Assist the governing body in monitoring the implementation of the Single Change Plan.
- Assist a governor to fulfil a specialist governor role such as SEND
- Assist the governing body in making informed decisions

## **What are Governors visits not about?**

The main point to emphasise is that Governors' visits to classrooms are **not a form of inspection** in terms of making judgements about the professional expertise of members of staff, especially with regard to the quality of teaching. This is the responsibility of the Headteacher.

A school visit is also not about:

- Checking on the progress of your own or known children
- Monopolising staff time
- Arriving with inflexible or pre-conceived ideas
- Pursuing personal agendas or issues

The governing body should plan visits to cover a wide range of school work and each visit should have a clear purpose. They do not replace professional inspection or the monitoring and evaluation carried out by the headteacher.

## **Roles and responsibilities of the Headteacher, Other Staff and Governors**

The Local Governing Body (Standards Committee and where relevant Resources Committee) will organise a schedule of visits throughout the year. The Governors will monitor priorities mainly from the Single Change Plan although some areas such as Safeguarding and Health and Safety will also be monitored during the year. We have link Governors for English, Maths, Safeguarding, SEND, Attendance, Health and Safety and EYFS and meetings are held between relevant staff and governors to ensure there is clarity around policy and procedures in the school. Information is then reported back to the Governing Body as required.

All visits need to be arranged at a mutually convenient time with the Headteacher. Staff will be aware of any visits taking place and the purpose of the monitoring. Staff will also be given a copy of monitoring reports relating to them and will be asked to sign these prior to them being shared with Governors at a committee meeting.

### **Prior to the Visit**

- Agree a suitable date, time and focus for the planned visit with the headteacher
- Be clear about what and why you are monitoring and who you will feed the information back to.
- Ensure staff have been made aware of your visit and that the focus for the visit is clear.
- Read any appropriate guidance or paperwork provided to support your monitoring (where appropriate)

### **During the Visit**

- Report to reception on arrival, sign in and wear a visitors badge for the duration of the visit.
- If visiting a classroom, please arrive at the arranged time to avoid disrupting the learning process and follow the agreed purpose of the visit.
- Be aware of your behaviour and avoid any implication that you are inspecting e.g. by using a clipboard.
- Ensure your conduct when talking to and working with the children remains professional.
- Remember that monitoring the performance of staff is the role of the headteacher, not the governing body
- Keep an open mind and do not come into the school with preconceived ideas

### **Following the Visit**

- After visiting the school the governor(s) should:
- Give some time and thought to reflection
- Complete the Governors Monitoring form
- Share the form with the staff member concerned ensuring they are happy with what has been written on the form
- Ensure the member of staff as well as the governor sign the form
- Place the form on file which will be brought to the next appropriate governor committee meeting
- Ensure individual children are not named in a report
- Raise any concerns sensitively with the headteacher

Following completion of the agreed monitoring form the governor should report back to the governing body or committee as appropriate.

### **Procedures in the event of concern**

If, at any time during your visit you are concerned about something you see or hear, you should share this information with the Headteacher. If the matter is relating to a child protection concern you can talk to either the Designated Safeguarding Lead in the school you

are in. Should your concerns regard the Headteacher you should make contact with the chair of governors, Mike Dwyer. Copies of the school's Whistleblowing and Safeguarding policy can be obtained from the school office.

**Confidentiality**

Please ensure that you do not share information seen during your monitoring visit with other parents, staff members or people outside of the school staff. Your monitoring role involves you reporting back to the appropriate committee.

**Ratified by Governors: 12/07/2021**

**Signature:**

**Review Due: July 2023**

The policy is the responsibility of the Standards and Curriculum Committee