



new wave  
federation



High

Aspirations



High Standards

High Achievement

Governing Body  
Visits

20

18

The New Wave Federation acknowledges the importance of governors visiting the schools as a vital tool in ensuring that the Governing Body can evaluate the impact of their plans and policies on the day-to-day operation of the schools, raise their awareness of life in the classrooms and develop positive relationships between teachers and governors, fostering a sense of partnership.

Governors are not inspectors and are visiting to gain knowledge or to monitor the development of items on the School Development or Improvement Plan. Governors are asked to record their visit as evidence for any subsequent Ofsted inspections.

### ***Two steps to a visit***

1. Before the visit agree with the Headteacher of the respective school the focus of the visit.
2. Ask if there is any information that should be read prior to the visit.

The visit may be focused on an action from the School Improvement Plan or be a general visit to learn about your specific link governor responsibility.

### ***Annual programme of visits***

Governors are welcome to visit the school informally for a number of reasons, such as:

- Lending a helping hand with a school event
- Attending a school function or educational visit
- Visiting in relation to their position

More formally, there is an expectation that they will undertake observations and discuss aspects of school life with teachers, parents and students at least twice a year.

In addition, the Chair and Vice Chair of the Governing Body will visit the Headteachers during the year in order to discuss aspects of school improvement and day to day running.

### **On the visit day**

- ✓ Arrive on time and ensure you have a visit reporting form
- ✓ Please take informal notes if it will help you prepare feedback for other governors
- ✓ When visiting classrooms always be mindful to be supportive to teaching staff and pupils
- ✓ Please be aware that teachers are working during your visit, and lengthy discussions are not possible when teaching. Arrangements can be made to discuss the visit afterwards, which staff welcome and appreciate.
- ✓ After the visit thank the member of staff, and the children
- ✓ Prepare your feedback
- ✓ Please send your completed visit forms to the Clerk who will arrange for them to be circulated to other governors within one week of your visit.

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

Where concerns exist, it is vital that they are discussed immediately with the Executive Headteacher/Headteacher. If you are not satisfied with the response and remain concerned, your next step should be to talk to the Chair of Governors.

**And finally....**

- Enjoy your visits to school
- Encourage other governors to visit
- Remember that as well as being a duty and a pleasure it is a privilege to go into a school
- You may observe children's work, health or they may innocently reveal things about their home life – it must remain confidential
- A good reputation is very hard to gain and very easy to lose. As a governor, you are part of the team aiming to build this good reputation. It can be extremely damaging if concerns are expressed to the community.

# New Wave Federation

## Governor's Visit Report

<b>Name:</b>	<b>Responsibility:</b>	<b>Date:</b>
<b>School Visited:</b>		
<b>Staff visited:</b>		
<b>Objectives of visit:</b>  1.  2.  3.		
<b>Brief notes:</b>		
<b>Three positive comments:</b>  1.  2.  3.		
<b>Two questions:</b>  1.  2.		