



**Weston CE Primary & Nursery  
School**

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**A Community, Learning and Growing**

# **Governor Visits Policy**

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| Created by Head Teacher<br>Approved by the Governing Body: | Date: November 2025<br><br>Date: |
|------------------------------------------------------------|----------------------------------|

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| Chair of Governors:                                                                 | Date: 25/4/25 |
|  |               |
| Headteacher:                                                                        | Date:         |

## **Purpose**

The purpose of this policy is to provide a framework for governors to make focused monitoring visits to the school so that they can build an effective working relationship with the staff and have a better understanding of the context in which they work. This is essential in facilitating appropriate challenge by the governing body and timely support for the staff.

Governors will be able to observe policies and plans being implemented on a day-to-day basis, and their findings should help the whole governing body and its committees make well-informed judgments about their relevance and impact.

In some cases it may be appropriate for a governor to observe a lesson but it must be understood that visits are not about making judgments on the quality of individual teachers' work and teaching; that is the head teacher's responsibility. Nor are they about checking on/reporting on the progress of individual children or pursuing personal agendas.

## **Relationship to other policies**

The focus of a visit will be on one or more of the policies in place in the school, on an element of the curriculum, or on a specific aspect of the School Development Plan or School Evaluation Form.

## **Equality impact**

If, in the process of a visit, issues are raised relating to the school's General Duty these will be highlighted in the record of the visit.

## **Roles and responsibilities of head teacher, other staff, governors**

The governing body will, with the help of the head teacher and staff, organise a schedule of visits throughout the year. The aim will be to achieve a minimum of one visit per governor per year. Visits may be conducted in pairs. The head teacher will guide the governing body on the areas of the policies, Ofsted framework, school improvement plan priorities and targets to be covered each term and discuss specific purposes for each visit. Individual governors or pairs of governors will, with the guidance of their committee or whole governing body, identify which of those aspects to focus on. Choice of focus will be informed by the terms of reference for each committee and the specialisms of each governor. Governors will need to discuss purpose and arrange visits with the head teacher in advance.

When organising and conducting a visit, governors will be courteous and considerate, at all times respecting the professional roles of the head teacher and staff. Working to the annual schedule agreed with the head and staff, they will confirm with the head teacher the date, timing and focus of each visit at least one week in advance. This will include agreeing what will be observed and to whom it would be useful to talk. Once the initial schedule has been drawn up the head teacher may prefer governors to liaise directly with the staff concerned. They will discuss the proposed agenda with staff involved. They will seek suggestions from staff about what it would be appropriate to look for. On a visit focused on fostering children's independence as learners, for example, it would be wise to ask the teacher what children will be seen to be doing if they are becoming more independent in their learning. There may be a list of



## GOVERNOR VISIT RECORD

|                                    |  |
|------------------------------------|--|
| <b>Name</b>                        |  |
| <b>Date</b>                        |  |
| <b>Group visited/Staff visited</b> |  |

**Purpose of Visit** (*Agreed in advance after discussion*)

1.

**Links with School Development Plan – if appropriate** (Brief notes – including notes of discussions with teaching staff before and after visit)

**Leadership and Management**

- **Governors' Knowledge of the School – embed practice enabling governors to gain a deep, accurate understanding of the school's effectiveness.**

**Governor Observations** (include what did you see, what did you learn, anything to be clarified, how long the visit lasted. You should not comment on what you perceive the quality of learning and teaching is. This should only be undertaken by the Senior Leadership Team in the school.)

**Any Issues Arising** (information gained from discussion with staff or children for example resource allocation, implementation of a policy etc)