



At Knights Enham Schools we provide...

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

'Together We Achieve'

Knights Enham Schools
Governor Visit/ Monitoring Policy

Approved: June 2024

Date of next review: June 2024



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Governor Visit/Monitoring Policy Statement

Introduction

1. At Knights Enham Schools we value our Governing Body and promote a positive and open working partnership.
2. The law requires there to be a policy that monitors and guides governors' visits into school. Individual governors do not have an automatic right to enter the schools whenever they wish. However, they need to be able to visit periodically to develop their understanding of the school's work. These visits enable them to fulfil their responsibility for maintaining educational performance at the school and to contribute to whole school self-evaluation. Governors should arrange their visits with Headteacher, who has overall responsibility for the day-to-day management of the school.
3. The governing body should plan visits to cover a wide range of school work, particularly in relation to school improvement/safeguarding priorities and each visit should have a clear purpose. They do not replace professional inspection or the monitoring and evaluation carried out by the Headteacher.

Purpose of the visit

4. Visits are undertaken to:
 - assist the governing body in fulfilling its statutory duties including those related to safeguarding.
 - improve governing body knowledge of the schools and the people that work in them.
 - enable governors to be able to identify achievement and to recognise success.
 - assist the governing body in monitoring the implementation and impact of the School Improvement Plan (SIP).
 - assist a governor to fulfil a specialist governor role, e.g. Inclusion Governor.
 - assist the governing body in triangulating evidence, as provided by the schools and any external sources, and contribute to holding leaders to account and whole school self-evaluation.
5. Governors should not pursue any personal agendas or arrive with preconceived ideas.
6. Governors are not to make judgements about individual pupils' work, behaviour, any teacher's classroom practice or issues relating to the day to day running of the school. Those are the responsibility of the Headteacher.

Planning the visit

7. Visits should be undertaken only as part of a programme formally organised by the governing body and with approval of the Headteacher.
8. The Headteacher should be kept informed of, and agree with, the details of the planned visit.
9. If the visit is to involve any member of staff, then that member of staff must be fully involved in the planning through the appropriate member of the leadership team.
10. Before making a visit, governors should make themselves fully acquainted with health and safety procedures, including fire safety.



During the visit

11. Governors will report to reception upon arrival and follow the procedure for the signing in of visitors.

12. If visiting a classroom, governors must arrive at the time planned to avoid disrupting the learning and follow the agreed purpose of the visit. Governors should be aware that some teachers may feel nervous or stressful about having a visitor in the classroom. At the end of the visit governors should thank everyone concerned including the children.

13. Governors should be aware of their behaviour and avoid any implication that they are inspecting, such as, by using a clipboard.

After the visit

14. After visiting the school, governors should:

- give some time and thought to reflect on the visit.
- write a note of thanks to all staff visited (email);
- complete the Governor Monitoring Visit feedback document set out in Appendix 1, outlining the purpose, summary and outcomes of the visit and *forward to the Headteacher and Clerk to the Governing Body* (this report will be shared with all the staff involved).
- Once the feedback document has been checked and approved by the Headteacher, the Clerk will ensure the document is attached to the next FGB agenda.
- if necessary, raise any concerns sensitively with the Headteacher;

15. Following completion of the agreed monitoring programme, governors should report back to the governing body or committee as appropriate (reports to be kept in agreed file).

In addition to the monitoring of the school's School Improvement Plan, Safeguarding and other statutory requirements, the governing body will:

- Monitor the school's approach to providing remote learning and ensure education remains as high quality as possible
- Continue to monitor key areas of the School Improvement Plan
- Continue to monitor safeguarding, health and safety, risk assessments and SEND provision for all pupils
- Liaise with the Headteacher with respect to any changes to government guidance and the impact this may have on the SIP
- Ensuring that staff remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Monitor the well-being of both staff and pupils



Appendix 1 -Schools/Governor Visit Record

<p>Date:</p> <p>Governor Name/Role</p>	<p>Monitoring Activity:</p> <p>Purpose?</p> <p>How being implemented?</p>
<p>School Name:</p>	
<p>Linked to SIP: (SIP SECTION – e.g. Leadership)</p> <p>Key Priority:</p>	
<p>Questions (Linked to Key Priority):</p> <ul style="list-style-type: none">•	
<p>Analysis of Visit: (Bullet Points)</p>	



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Summary:

Actions to take resulting from this monitoring - including how visit will inform questioning at FGB/Committee level? How will this visit inform discussion and impact on outcomes for children?



Revisit/Re-evaluate (what agreed)? Date:
Additional comments:
Signed:

***Remember to forward this completed form to the Headteacher and Clerk to the Governing Body, so that it can be viewed and filed for evidence purposes.**