



Falconhurst School

Governor Visit Guidance

Revised: Autumn 2023

Reviewed: Autumn 2024

Scheduled Review: Autumn 2029

This guidance provides a framework within which governors may plan and carry out school visits. It is subject to regular review.

It is recognised that not all governors are able to carry out regular visits to the school in person. We acknowledge that, for some, personal or work commitments do not facilitate this.

In such cases there is a requirement to

- Proactively engage with curriculum reports and endeavour to deepen one's personal understanding of the teaching and learning of that subject.
- To engage with both the challenges and celebrations of that subject in our school setting.
- To note where this subject sits within the School Improvement Plan.

Regular attendance at governor meetings will support this.

The purposes of governor visits are to:

- develop governors' understanding of and commitment to the school.
- build governors' relationships with the school and its staff.
- increase staff and pupil awareness of the governors.

Through visiting the school, governors can be better placed to fulfil our core functions to:

- ensure clarity of vision, ethos, and strategic direction.
- hold leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.
- oversee the school's financial performance and make sure its money is well spent.

Visits are one source of evidence of the work of the school but should not be used in isolation to draw conclusions.

Visits provide governors with opportunities to experience teaching and learning and to share their accounts of and reflections on what they saw and heard with other governors, and with staff as appropriate. We do not use the term 'observation' to describe what governors do during visits, because for the teaching profession this word has acquired a formality it does not have in everyday language. For teachers, an 'observation' by someone visiting their classroom is something that a senior member of staff does to make judgements of the quality of their work.

The basic expectation is that governors will visit **at least once a year** for an amount of time previously arranged with the senior leader. It is for each governor, in discussion with the relevant teaching staff to agree any focus for each visit. Governors should consult the School Improvement Plan to help them to identify any focus for a visit. Each visit should be recorded in a visit report. The template for the report is available in the Governors Visits folder in GovernorHub.

The report should record:

- The area of the school.
- Governor's name.
- Date and time of visit.
- The focus of the visit.
- Any links to the Improvement Plan.
- What happened during the visit.
- Any issues that the visit raises for the Governing Board.
- The date and time of the next visit, if planned.

The report should be uploaded to the Governor Visits folder on GovernorHub as a pdf file, within one week of the visit. If the visit raised issues for the Governing Board then a note should be sent to the Chair and Vice Chair so they can arrange for the issue to be discussed.

Gill Wood