



CLAYPOLE CE PRIMARY SCHOOL GOVERNORS SCHOOL VISITS POLICY (2025/26)

Purpose

The School acknowledges the importance of governors visiting school as a vital tool in ensuring that the governing body increases their knowledge of the working of the school. Visits will allow governors to evaluate the impact of plans and policies on the day-to-day operation of the school, raise their awareness of life in the classroom and throughout the school and develop positive relationships between staff and governors, fostering a sense of partnership.

This policy will provide a framework for governors to make focused visits to schools so that they can build an effective working relationship with the staff and have a better understanding of the context in which they work. Governors will observe policies and plans being implemented on a day-to-day basis. Where necessary, and appropriate to do so, governors may visit virtually e.g. using Zoom or MS Teams.

Their findings should help the whole governing body and its committees make better-informed judgments on the progress being made towards the priorities and targets in the School Development Plan. This process will enable the governing body to recognise and celebrate the efforts and successes of pupils and staff. This will help identify further areas for development.

Governors will not make judgments on the quality of teaching or learning, check on the progress of individual children or pursue personal agendas.

Visits

Visits are intended to help governors increase their collective knowledge of the working of the school to better enable their strategic leadership. The focus of a governor visit will, in most cases, relate to SDP objectives and targets or any policy in place in the school so that governors may gather evidence of the work being done or of the policy in action. Other examples of possible visits are to evaluate the values, visions and aims of the school, part of a new governor induction or meeting pupil councils.

The governing body will, with the help of the Headteacher and staff, organise a schedule of visits throughout the year. This will be not a complete list and additional visits are expected to be arranged during each academic year to reflect any changes in circumstances, events or governors. The aim will be to achieve a minimum of one visit per governor per long term. Visits may be conducted in pairs. The Headteacher will guide the governing body on the areas of the curriculum, policies and School Development Plan priorities and targets to be covered each term.

Individual governors/pairs of governors will, with the guidance of the whole governing body, identify an aspect of the school's work to focus upon. This will enable individual governors to develop a deeper understanding of a subject, policy or other area of the school. They will focus on areas where they have an interest or expertise and gain training (online courses or in person) if required. The aim will be for individual governors to get to know an aspect of the school, increasing their confidence and knowledge. It will help to maximise the effectiveness of the governing body team. Individual governors will take on defined monitoring roles and these will be agreed in the final

meeting of each academic year. Examples include governors with responsibility for SEND, Pupil Premium and Safeguarding.

When organising and conducting a visit, governors will be courteous and considerate, at all times respecting the professional roles of the Headteacher and staff. Governors will not arrange visits with a teacher or TA whilst they are in class but will instead meet outside of their teaching hours. Working to the schedule agreed with the Headteacher and staff, they will confirm with the Headteacher the date, timing and focus of each visit at least one week in advance. This will include agreeing what will be observed and/or whom it would be useful to talk to. They will then arrange a time with the staff involved. They will prepare by reading relevant documentation/guidance. Governors will be mindful that staff can sometimes feel intimidated by a Governor Visit and will not ask questions outside the agreed focus and purpose of the meeting.

At the end of each visit, the governor will discuss their observations with the Headteacher. The appropriate Governor Visit feedback form will be used to record and report visits (Collective Worship forms to be used for all CW and Church events; Governor Visit forms to be used for monitoring visits and attendance at non CW school events; Learning Walk forms to be used when governors gained a feel or an understanding of the whole school). Completed feedback forms will be sent to the Headteacher for an initial review and, once the contents are agreed between the Governor and Headteacher, forms will be shared at committee and/or full governing body meetings. Governor Visit forms will be stored on the GovernorHub website and hard copies will be kept in the Governor folder. Example feedback forms are included at the end of this document and should be updated to reflect the priorities of the current School Development Plan or Church School Development Plan prior to completion.

Teachers and support staff will at all times be courteous and considerate, recognising the contribution made by the governing body to the school. They will make practical suggestions on the focus for governors' visits to ensure that they are productive and enjoyable for all concerned. This will include specifying the evidence that could be shared with governors.

Questions may be invited from governors whilst being sensitive to issues of confidentiality.

Monitoring and evaluation of implementation and impact

Governors' visits will be an agenda item at the termly meeting of the full governing body. The Link Governor and/or Chairs of Committees will report on the visits conducted and the areas of focus once per academic year. By reviewing the minutes of meetings when reports of visits were discussed, the Governing Body will judge the extent to which the information gathered has informed whole governing body understanding of progress towards priorities and targets. Staff governors will feedback from colleagues. They will identify what worked well and what if anything needs to be reconsidered.

Feedback Forms

Example feedback forms are shown below which should be used to record governor visits and share results with other governors. School Development Plan priorities and Church School Development Plan focusses must be updated to reflect the current academic year. Blank copies of example forms will be kept on the GovernorHub website.

A governor visit log is kept in the desk in the reception lobby and should be used to record all visits by governors, including any visits as a volunteer to the school or as a parent. Feedback forms need not be completed on such occasions however the log can be used to give a complete picture of governor visits during school hours.

Claypole CE Primary School
Governor Visit Form 20XX-20XX

Governor:	Date of Visit:
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Subject Leader:

School Development Plan Priorities Priority 1:XXX Priority 2: XXX. Priority 3: XXX
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What was the purpose of your visit?

What were the key points from your visit today?

Did you obtain the views of any children?

What impact has staff training / CPD had upon practice?

Have you identified any action points or areas for further monitoring?
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Signed:	Date:
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Claypole CE Primary School
COLLECTIVE WORSHIP 20XX-20XX
REFLECTIVE SHEET AND COMMENTS



The aim of this reflective sheet is to recognise positive points and to consider further positive ideas to develop delivery and the whole essence of being 'at one' in Collective Worship.

FOCUS FOR GOVERNORS FROM CHURCH SCHOOL DEVELOPMENT PLAN

- xxx
- xxx
- xxx

Date:

Theme:

Responses:

Did you feel something tangible?

Were pupils reflective?

How did it make you feel?

Do you have any further positive ideas?

Signed:

Date:

Role:

Claypole CE Primary School - Governors' Learning Walks



Date:
Focus of visit:

Time of visit:

Learning Environment (all areas)	
Clean and tidy	
Organised for independent learning	
Quality, up to date displays that aid learning	
Opportunities for outdoor learning	
Learning behaviours	
Children on-task	
Everyone working together	
Staff positive and motivated	
A good, purposeful 'buzz' about learning	
Values/ethos of the school is obvious	
Playtime/lunchtime behaviours are good	
Quality	
High quality work on display	
Good manners, polite, courteous staff and pupils	
Range of writing across all year groups on display to set the standards of the school	
Up to date furniture and resources (including computing kit)	
Consistency	
Mirrored approaches to learning and teaching across the school	
Feedback and marking policy in evidence throughout	
Feedback from children across the school shows they know procedures and routine	
Comments:	

Governor:

Date:

Checklist for Governor Visits

Before a visit:

- Ensure visit has a clear purpose and has been agreed with relevant governor committee and/or FGB
- Arrange time and date of the visit with Headteacher
- Establish focus of the visit including who and where you will meet
- Prepare by reading relevant documentation
- If required, ensure staff are aware of all documentation or evidence needed for the meeting and are able to bring it to the planned meeting

During a visit:

- Arrive in good time
- Follow all security and safeguarding procedures
- Be courteous, polite and respect the professional roles of staff
- Stick to the agreed agenda and purpose of the meeting; additional visits can be arranged where required

Remember - if meeting staff in a setting with children, governor presence alters the dynamic between staff and pupils. Also, the layout of the setting is intended to be effective for the children and not visitors.

After a visit:

- Thank all staff and pupils involved and, if applicable, summarise points of the meeting
- Discuss any issues that have arisen with the Headteacher
- Complete feedback form and send to Headteacher for review.
- Ensure feedback forms are loaded onto the 'Governor Visits' section on the GovernorHub website and included in papers for relevant committee and/or FGB meeting