



*Inspiring Learners for their future*

# **GOVERNOR VISITS POLICY**

**UPDATED JULY 2009**

## Consultation History

<b>Governors/staff/parents/students</b>	<b>Date</b>
Executive (Leadership Group)	
Teaching and Non-Teaching Staff	
Pay and Strategy Committee	
Full Governing Body	
Next Review of Policy	July 2012

# The Ridgeway School & Sixth Form College

## Governor Visits Policy

### Purpose:-

- Governor Insight Visits will have a direct link to the Line Management Oversight system and will form part of the school's quality assurance (QA) mechanisms.
- To work in partnership with Teams to promote continuous improvement and self evaluation.
- To provide opportunities for increased dialogue with the Governing Body and strengthen collaborative working.
- To collate information which can be used to inform the decision making processes.
- To act as a "critical friend" to challenge and support Teams.
- To attend events and functions to celebrate the achievements of staff and students.
- To ensure that staff and students are aware of who the Governors are and their role in the school.
- To gain an awareness and deeper understanding in order to inform the Governor role in Strategic Planning.

## Procedures

1. Each Faculty/Team will be assigned a link governor.
2. There is also a link governor for specific aspects such as Gifted and Talented, Health and Safety.
3. Governor Insight Visits will be scheduled for November and March. This will provide a four week opportunity for visits to be implemented.
4. Governors will agree a suitable time to meet with Faculty/Team Leaders and notify the SLT of these arrangements.
5. The focus of Governor Insight Visits will be decided in line with the school's priorities and the Link Governor Report proforma will be updated annually to address the school priorities.
6. The Link Governor report needs to be completed within two weeks of the visit.
7. Completed reports need to be circulated to:-
  - The Head
  - The Deputy Head
  - Faculty/Team Leader
  - Line Manager
  - Chair of Governors
  - Clerk to the Governors

8. A Governor Induction Pack includes guidance for Governors in how to conduct a school visit.

The following aspects might be explored by the subject link governor:

- becoming familiar with appropriate parts of the National Curriculum
- becoming familiar with the subject development plan and how it links with the Strategic Plan
- becoming familiar with the organisation of the work of the team, the responsibilities of the team members and the grouping and setting arrangements of the students
- gain awareness of numbers taking examination courses and the examination results at GCSE and A Level
- discuss how the subject area works with students with additional educational needs or with exceptional ability
- act as an impartial sounding board for the subject team
- the classroom environment, including health & safety and display
- students' contribution to lessons and what they are learning
- types of activities undertaken by students
- homework undertaken by students

Lesson Observations:

It is important to note that when governors are in attendance in a lesson, they gain the opportunity to understand the curriculum as it happens in the classroom: their role is to become more informed about the School and its work, not to inspect the work of professionals.