



Policy for Governor visits

Review date: November 2025

Next review: November 2027

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Annual schedule
4. Expected behaviour
5. Providing feedback
6. Monitoring and review

Statement of intent

Through this policy, Hirst Wood Nursery School aims to embed effective procedures concerning governor monitoring visits. Each governor is expected to make at least one visit during the academic year, demonstrating the governing board's role in the strategic management of the school by helping to evaluate and improve practice. Governor visits inform understanding of the school's practices and procedures, allow opportunities to speak to pupils and teachers, enable the identification of resource needs, and allow governors to see the School Development Plan in action. For staff, governor visits allow staff the chance to find out more about governors, provide an opportunity to draw attention to issues or questions they wish to raise, and provide an opportunity to reflect upon and discuss current practice.

Governors must:

- Respect school colleagues and children.
- Support the headteacher and Senior Leadership Team
- Acknowledge that they represent the full governing board.

By following the agreed principles and procedures, governor visits will be pleasant, purposeful, and will significantly contribute towards school improvement.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- DfE (2020) 'Governance handbook'
- DfE (2014) 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013'

2. Roles and responsibilities

Governors will be responsible for:

- Undertaking at least one visit per academic year.
- Understanding the needs of staff members through discussions during their visit.
- Reporting their observations to the full governing board during a full governing board meeting.
- Familiarising themselves with this policy as part of their induction programme.

The headteacher will be responsible for:

- Facilitating governor visits.
- Discussing completed visits with governors, prior to a report being made to the full governing board.

A number of governors are linked to particular areas of the school's provision, these links are as follows:

- Special Educational Needs & Disabilities – Michelle Litvinov
- Attachment & Trauma – Michelle Litvinov
- Child Protection & Safeguarding – Ruth Trattles

- Looked After Children – Ruth Trattles
- Health & Safety – Bev George
- Well-being – Kelly Ahmed
- Curriculum & enrichment – Sam Renwick
- Parental partnership - Ruth Phillips
- Professional learning – Ruth Bowmaker

3. Annual schedule 2025-26

Autumn 1	Ruth Trattles	(Child Protection, Looked after children)
Autumn 2	Michelle Litvinov	(Special Educational Needs & Disabilities)
Autumn 2	Sam Renwick	(Curriculum & Enrichment)
Spring 1	Ruth Bowmaker	(Professional learning)
Spring 2	Kelly Ahmed	(Well-being)
Summer 1	Bev George	(Health & Safety)
Summer 2	Ruth Phillips	(Parental partnership)

4. Expected behaviour

Preparing for a visit

Governors will never visit the school unannounced – they will be asked to arrange visits at least one week prior to the date of the proposed visit with the headteacher. Governors will remain flexible and understand that the school must make children's' education the priority, and that this may sometimes lead to the rearranging of visits.

Before a visit, governors will:

- Agree a clear, purposeful focus for the visit.
- Consider how the area of focus will be identified and observed during the visit.
- Refer to the School improvement plan to ensure the visit's focus is strategic and aligned with the School's priorities.

During a visit governors will:

- Adhere to their agreed role at all times, ensuring they do not interfere in the day-to-day running of the school.
- Spend time in the classrooms, inside and outside.
- Adhere to confidentiality agreements.
- Adhere to the agreed times and purpose.
- Be sensitive to the needs of the pupils and the wider school community.

During a visit, governors will not:

- Make judgements concerning teaching or other areas of school provision in any official capacity.
- Pursue personal agendas during visits.
- Check on individual children or monopolise the time of staff.

After a visit

After a visit, governors will:

- Thank the staff, and children where appropriate.
- Discuss the visit with the staff involved at their convenience.
- Provide feedback regarding the visit to the full governing board.

After a visit, governors will not:

- Break confidentiality agreements.

5. Providing feedback

A time will be agreed between the governor and staff, at the staff members convenience, to discuss what was observed during the visit. During the discussion, governors will adhere to the following framework:

- Ask staff for their views on what happened during the visit
- Present governors' observations
- Provide positive feedback
- Raise any issues and/or ask further questions
- Thank staff for the opportunity

The Governor Visit Proforma will be completed as soon as possible after the visit.

The headteacher and governors will discuss the observations prior to the distribution of the proforma. A copy of the completed proforma will be provided to:

- The headteacher
- The clerk to governors

A copy of the report will be circulated to all governors at the next appropriate committee or governing board meeting. The governing board will ensure all board members have the opportunity to discuss and ask questions regarding the final report and the visit undertaken.

6. Monitoring and review

This policy will be reviewed annually by the headteacher and the chair of the governing board.

When reviewing the success of the policy, the headteacher and chair of the governing board will take the following into consideration:

- Has every governor conducted at least one visit during the academic year?
- Has every governor made links with their allocated subject or area of provision?
- Has every governor met with the staff members they are linked to?
- Are visits achieving the desired outcomes?
- What worked well?
- What did not work well?
- Have there been any unexpected benefits?
- How can practice be improved?

Any changes made to this policy will be communicated to all governors, staff members and relevant stakeholders.



Report from a Governor visit

NAME	DATE
Purpose of visit	
Links with School Improvement plan	
Observations and comments by the Governor	
Observations on / comments from children during the visit	
Any key issues arising for the Governing Body	
Action following Governing Body meeting	
Signed:	
Date	