

**Driffield Church of England
(VC) Infant School**



'Learn to let your light shine'

Matthew 5: 12-14

Governor Visits Policy

January 2026

Statement of intent and ethos

Drifffield CE Infant School welcomes all God's children and their families and is a place where children of all faiths and none flourish and are inspired by the Christian character and values of our school and learn to love God, one another and themselves (Mark 12:30-31) in order that they can 'Live life in all its fullness' (John 10:10)

It is this ethos and the words from Matthew 5: 14-16 'Learn to let your light shine' that underpin our expectations for progress and achievement in all areas of school and it is with this in mind governors should undertake all monitoring activity.

This policy aims to ensure that all governors understand:

- the purpose of monitoring visits
- the expectations for carrying out visits including preparation, expected conduct and reporting back to the governing body

1. The Purpose of School Visits

1.1 Visiting school on a planned, regular basis allows governors to:

- better understand the school's strengths and areas for development
- determine if agreed policies and procedures are working in practice
- identify how resources are being used
- show staff and pupils that they are interested in the life, work and achievements of a school
- experience the culture and ethos of the school

1.2 Monitoring visits should focus on:

- strategic priorities and key policies agreed by the governing board
- evaluation of progress: are the things people say are happening actually happening?
- seeking assurance that the needs of pupils are being met (such as safeguarding and SEND)

2. Planning the Programme – including frequency of visits

2.1 The frequency of governance visits should be in accordance with the schedule established by the governing board and agreed with school leaders and relevant staff. Visits should be scheduled to allow governors to see relevant activities and strategic milestones.

2.2 At the first full governors' meeting of the school year, names of the governors who are to monitor particular school improvement objectives will be agreed and delegated and published on the school website.

- 2.3 Governors then will be responsible for planning their individual programme of formal visits. Visits should be arranged through the Headteacher, with adequate notice, and agreed with the relevant members of staff.

3. Planning Visits

- 3.1 **Before a visit** a governor should give regard to:
- how the visit fits with the schedule of board and committee meetings, to allow for timely feedback and discussion
 - how to avoid visits clashing with important events and/or busy periods in school life
 - the workload implications for staff who are likely to be involved in the visits
- 3.2 Governors are encouraged and expected to **prepare** for their visit. This may include:
- reading and familiarising themselves with the governing board's protocol for visits and the Governor Code of Conduct
 - reading the background information relating to the focus of the visit, such as relevant section(s) of the strategic plan, performance data, policies, stakeholder information
 - clarifying the purpose of the visit with the head teacher and or relevant member of staff (usually linked to the School Improvement Plan)
 - meeting with the Headteacher, School Leadership Team member, or other appropriate member of staff to agree the purpose and form of the visit, and negotiate a mutually convenient time
- 3.3 Governors should consider the **appropriate form** of the visit, for example:
- observing the playground and the school environment
 - observing worship
 - shadowing staff and pupils
 - looking at a sample of pupils' work (higher attainer, typical attainer, lower attainer) in a particular subject area
 - observing the school's extra-curricular activities (church services, performances, clubs)
 - meeting with a member of staff to discuss progress/SIP progress
 - meeting groups of pupils
 - observing classroom work (this should **not** include formal observations of teaching and learning)
- 3.4 If the visit is to a classroom, the governor should meet the class teacher to:
- agree the date, time and duration of the visit
 - discuss the purpose and the fact-finding, non-judgemental nature of governors' visits
 - find out where the teacher would like you to sit, and what she/he expects from you during the lesson

4 Undertaking a visit

- 4.1 When visiting the school in a governing capacity, governors should **set out** to:

- arrive in good time and follow the school's procedures (such as signing in and producing identification)
- adopt a friendly approach that puts everyone at ease
- be respectful of the school at work
- if taking notes, check that those they are with are comfortable with this and be clear with everyone that this is for feedback purposes and are **not for the purpose of recording judgements** (for example on the quality of teaching)
- ask relevant questions that are closely linked to the purpose of the visit
- acknowledge the staff and pupils they meet

Governors are also expected to behave in line with the Governor Code of conduct, being aware of the need to maintain confidentiality.

4.2 Governors should seek to **avoid**:

- trying to inspect or make judgements
- dressing to look intimidating
- being conspicuous, or being a distraction to the children or teacher
- being drawn into any discussion of personal or staff grievances

5 Expectations after the visit

5.1 Governors should set out to:

- hold a short debriefing session with the **Head Teacher or appropriate member of staff**
- write a draft report as soon as possible after each visit
- share the draft report with the Headteacher and any other members of staff involved in the visit

5.2 When agreed, a final version of the report should be included in the papers for discussion in the next governing board meeting (this may be the full governing board or a committee, as appropriate) using the agreed form (attached).

5.3 The report should include the following information:

- the governor's name, date and purpose of the visit, the lesson or event seen, observations and concluding remarks
- avoid naming individuals, and identify post holders by their titles
- an honest account of what was observed
- avoid making criticisms, but may raise strategic issues for consideration by the governing body

6 Annual Review

6.1 Governors will review the policy annually, giving regard to:

- how well the visits programme has worked in achieving its purposes
- what changes, if any, need to be made to improve the effectiveness of the policy

Governor Visit Report

Name of governor:

Date of visit:

Governor responsibilities linked to visit:

Questions before visit:

Summary of visit:

School vision and values observed	Evidence

School improvement plan priorities observed	Evidence

Are there any key issues that emerged from this visit that need to be shared with other governors?

Signed: