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| **MB Logo** | **Policy Name**  Governor visits | | **Date Adopted:**  Spring 2018  **By whom:**  FGB |
| **Date for review:**  Spring 2021 | **Applicable to:**  Whole school | **Staff member responsible:**  Jane Tailby | **Governor committee responsible:**  FGB |

The purpose and role of the Subject Link Governor is to help set the school’s values, vision and strategic aims to improve outcomes for the children.

**General guidance for any planned visit:**

**Before the visit:**

* Clarify the purpose of the visit and its link to the School Development Plan.
* Make contact with the staff in person or through an introductory note and arrange a suitable date and time that fits into their or the school timetable.
* Once a mutually agreed date is reached, record this visit in the school diary and inform the Headteacher to check suitability.
* Discuss with the teacher or with the Headteacher if there is any supporting information that is relevant eg: subject action plan, Ofsted report, School Development Plan or performance data.
* Discuss the proposed agenda for the visit beforehand with the staff involved- decide how would they like the governor to integrate with the lesson- will this include observing or interacting with a group of children?
* Be clear beforehand what you will be observing. What questions to staff arise from this? Make sure you find answers to the questions you have.

**During the Visit:**

* Keep to the agreed timetable but you may need to be flexible.
* Get involved with the children if the teacher agrees.
* Observe discreetly
* Try not to distract the teacher from their work but be prepared to interact and show interest.
* Keep the purpose of the visit as your focus.
* Be interested and enthusiastic!

**After the Visit:**

* Discuss what you observed with the teacher. Use this opportunity to clarify any issue you were unsure about. Did your presence impact on the atmosphere or behaviour of the children in the classroom?
* Keep the purpose of the visit clear and consider together what has been achieved. Be open, honest and positive.
* Discuss your observations with the Headteacher, if needed, and be prepared to take on board any comments.
* Complete a Governors Visit Form as soon as possible after the visit to record what you observed and while it is still fresh in your mind.
* Circulate copies to the staff involved and the Headteacher. Be prepared to amend it and aim to achieve a report that is agreed by those involved.
* Agree with the Headteacher how and when you will report back to the governing body.

**A Subject Linked Visit.**

**In general:**

The purpose of a Subject Linked Visit is to gather evidence that progress has been made towards strategic priorities and targets and the implementation of policies. It can help to ensure that the Governing Body complies with statutory requirements. It can help governors make judgements about how the children are doing against previous attainment and whether the school is adding value in this subject. Subject linked visits are structured, productive and hopefully enjoyable and informative. Subject linked visits will have a different focus each term. In the first term it will involve sharing the subject action plan for the year ahead and it will involve a learning tour to focus on the particular subject area. In the second term it will involve a book trawl (where relevant) for the particular subject area.

There should be an agreement between the Headteacher (or member of staff) about the evidence that will be required to demonstrate progress in the subject. The emphasis should be on gathering information (monitoring) to inform the whole governing body and its committees (evaluation).

**Before the visit:**

* The governing body will have allocated roles at their first meeting of the academic year. This will be within the first term.
* In co-ordination with the Headteacher, link governors will decide the key indicators they will monitor and evaluate. It will be agreed with the headteacher how and when evidence will be gathered, by whom and at what point it will be then considered by the governing body.
* Evidence may include progress towards statements in an Ofsted report, priorities in the School Development Plan, subject leader action plan, a policy statement, a learning walk, examples of childrens work, demonstrations, exhibitions or class visits.
* A subject linked visit may take place any time during the year to fit in with the school’s timetable. According to the priorities of the School Development Plan this may be a single visit or more.
* The Headteacher will agree the timetable for visits with the Chair and Vice Chair at the beginning of the year, so that a rolling programme of visits can be arranged.
* Once a visit has been agreed, ensure it has been recorded in the school diary and inform the Headteacher. Follow the general guidance above.