



## GOVERNOR VISITING & MONITORING POLICY

### 1 AIM & SCOPE OF POLICY

#### AIM

This policy covers monitoring and visits to the School undertaken by members of the Local Governing Body as part of their responsibilities. Each governor has a set of defined responsibilities, setting out expectations and tasks for each responsibility area.

The aim of this policy is to provide a framework for governor visits and monitoring and to ensure they are conducted in an appropriate, beneficial way. This framework has the following objectives:

- Enable all participants to make the most effective use of the visits
- Make the approach taken by governors visible and open
- Ensure that monitoring is conducted consistently and professionally
- Design visits and reviews capable of contributing to school improvement including gathering evidence for school evaluation
- Ensure the visit process contributes to the ethos of the School.

#### SCOPE

The policy covers all monitoring activities including visits. These include but are not limited to:

- Meetings with Senior Leaders, Year Heads, Subject Coordinators, staff with specific responsibilities
- Classroom visits, accompanied learning walks, discussion with pupils
- Work scrutiny
- Visits to assemblies, performances, activities and events.

Other monitoring activities will include:

- Data analysis and comparison
- Policy review
- Benchmarking against national indicators, other schools and best practice standards.

Attendance at School for most meetings is not covered by this policy. A 'monitoring visit' is an additional activity, over and above the established meeting programme and will have a set purpose or objective.

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(Responsibility, Excellence, Spirituality, Partnership, Enjoyment, Caring, Tolerance).**

## 2 PURPOSE OF MONITORING VISITS

Visits are undertaken as part of a continuous programme to:

- improve Governor knowledge of the school, its staff, needs, priorities, strengths and weaknesses
- monitor and assess the priorities as outlined in the development and improvement plans, subject policies and other documents
- assist the Governing Body in fulfilling its statutory duties
- strengthen the relationship between staff and governors

The approach is intended to provide benefits for all involved with a firm goal of making improvements for pupils.

Visits are NOT:

- a form of inspection
- a means of judging an individual teacher, subject area or year group
- part of the day to day operational management of the School by the Head.

## 3 APPROACH AND PROCESS

The approach to be followed assumes governors and staff will work together with a shared goal of improving BEFORE

All visits will follow the following protocol. Governors will:

- Define a clear purpose or objective for the activity
- Flag activity in Monitoring section of LGB agenda wherever possible
- Agree details of the visit or activity and purpose with member of staff responsible, ensuring Clerk and Head are informed
- Where necessary, discuss in advance with Chair or Head (depending on circumstances) if there are known sensitivities
- Gather and read in advance any relevant information. If additional data or information is required allow sufficient time for this to be provided
- Refer to previous reports and identify any continuing themes
- Plan with staff activities needed within visit where there is a need to visit classes or talk to pupils.

DURING

Governors will:

- Sign in Governor Visit book, wear ID badge always
- Adhere to all policies for visitors including use of phones

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- Have a clear focus rather than a general overview (although occasionally this will be appropriate) and share your focus with the staff concerned
- Where appropriate use the DEMAT monitoring form as a prompt – share with staff involved
- Question but explain why you are following a line of questions. Avoid leading questions.
- Provide feedback, as appropriate, to staff involved. Summarise your understanding.
- Explain next steps.

#### AFTER

Governors will:

- Raise any concerns immediately with Head, notifying Chair
- Use data, guidelines and other information to evaluate what you have learned
- Prepare a report using DEMAT visit report template
- Where appropriate, send draft report to staff member or Head to check accuracy
- Submit report to Clerk specifying at what meeting this will be presented
- Alert any other governor with a related responsibility wherever this is useful.

Note the Clerk in conjunction with Chair may timetable discussion to fit with other governor monitoring. However, the report will be posted on Governor Hub immediately and questions will be invited via the discussion facility.

#### EXPECTATIONS

Governors and staff will:

- work together, seeing governor monitoring as one of the school's main improvement processes
- recognise that governors are lay people who contribute voluntarily within their own capabilities and time availability
- maintain appropriate continuing communication and professional dialogue between visits
- observe confidentiality.

Governors will:

- wherever appropriate work as small teams covering related issues or themes
- take account of staff workload and availability
- recognise constraints, variations in cohorts and other factors affecting performance of groups.

Staff will:

- facilitate governor monitoring making available data and work as needed
- update linked governors on key developments and opportunity for monitoring visits.

## 4 LOCAL GOVERNING BODY ORGANISATION OF MONITORING

Individual governors are responsible for planning and fulfilling monitoring of own responsibility areas in line with

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the Remit Descriptions

Each governor:

- will report on their monitoring plans via LGB via agenda items
- present a written report of all visits, although where there are several linked visits over a short time period these may be aggregated in one report
- place advance notice of monitoring plans on the action tracking board
- maintain an appropriate level of knowledge of developments in responsibility areas.

On an annual basis, the LGB will conduct one collective Governor Monitoring Day when as many governors as possible spend the day in school engaged in a range of planned monitoring. The date will be set in conjunction with the Head and will usually be at the mid-point of the school year.

## **5 POLICY REVIEW**

The policy will be reviewed within 5 years of the date of approval.

Approved by the Local Governing Body, for adoption: 26<sup>th</sup> April 2017

Next Review Due: April 2022

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