



MANOR

MULTI ACADEMY TRUST

Director & Governor school visits policy

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1. Aims

This policy aims to set and maintain standards of conduct that we expect all Directors and governors to follow when making visits to Manor Multi Academy Trust schools. Governors do not have an automatic right to enter our schools, when they do so, they are invited guests.

This policy sets out the procedure which all governors are expected to follow when visiting Manor Multi Academy Trust Schools and how they are expected to report back on that visit to the governing board.

By creating this policy, we aim to ensure that all governors understand their role and purpose so school visits are a productive and enjoyable event for all involved.

2. Guidance and scope

This policy takes account of best practice and guidance from the [Governance Handbook](#) (section 3.4.2).

2.1 Directors and Governors are observers

Directors and LGBs must know their schools in order to maintain robust accountability. Through pre-arranged visits that have a clear focus, governors will:

- › Observe whether the school is properly implementing school policies, and actions from the school improvement plan
- › Observe how those procedures are working in practice
- › Have the opportunity to gather the views of pupils and staff

2.2 Directors and Governors are not inspectors

Governors:

- › Will not assess the quality of teaching and learning in the classroom
- › Will not manage the school or interfere in the day-to-day operations of the school

For those governors who wish to spend time in a classroom, they will make it clear about their purpose in doing so.

3. Visits programme

Directors and Governors will carry out regular school visits in order to meet the board's statutory obligation to monitor the school's effectiveness of the quality of Education. The Quality of education is delegated in the Trust Scheme of Delegation.

There are 2 types of visits:

- › **Formal monitoring visits**, where governors discuss the progress of the school in a particular area with the relevant staff member
- › **Learning walks**, where governors will go around the school with the relevant staff member to get a feel for a particular area and are likely to talk to a range of staff members and pupils

Governors will carry out school visits according to the following schedule:

3.1: Directors

Directors will make visits to school across a year through planned visits with CEO/ Deputy CEO and through Trio meetings

3.2 Governors for, special educational needs, and safeguarding

These governors will attend:

- A termly 1:1 monitoring visits with corresponding staff leads
- Ad hoc meetings as required or requested on issues specific to their areas of responsibility

3.3 Subject link governors

Subject lead governors will attend:

- A monitoring visit with the subject lead termly
- A learning walk termly

3.4 All governors

All governors are welcome to :

- Carry out learning walks across the school year
- Attend school assemblies or school events

4. Before a visit

- Liaise with the headteacher before scheduling a visit, even if the headteacher will not be involved in the visit. They should be made aware just as a matter of courtesy and it should be negotiated and a convenient time for school
- Schedule an appointment with relevant members of staff in order to avoid friction and ensure visits are scheduled for times that are mutually convenient. Generally, governor visits are more productive when conducted during a school day
- Be sensitive to the numerous demands staff have on their time
- Negotiate the purpose of the visit in advance with the chair, the headteacher and/or relevant member of staff ahead of the visit
- Be familiar with the school's safeguarding policies and procedures

5. During a visit

Governors should know how to conduct themselves appropriately during visits in order to minimise disruption for staff and pupils and to receive the maximum benefit from the time spent.

Governors will:

- Be on time and meet with the headteacher ahead of the visit
- Always wear a visitor's badge
- Use the agreed recording method for the visit. Photographs and videos are to be avoided unless specifically agreed with the headteacher for a specific purpose
- Remain as observers; they are not there to pass judgement on staff or inspect them

- › Ensure all parties are clear about why a governor wishes to spend time in the classroom, if they wish to do so
- › Check with teachers before speaking to pupils
- › Pass on any concerns the staff raise with the relevant people
- › Be friendly but professional and dress appropriately, bearing in mind the standards of dress set for teachers and pupils

Governors will not:

- › Pass comment on classroom practice or any specific incidents that happen, judge teaching methods, assess the quality of teaching, or comment on the extent of learning
- › Interfere with the day-to-day running of the school
- › Behave in a manner than would make staff feel that they are there to inspect, e.g. sit at the back of the classroom with a clipboard
- › Raise concerns in the moment. Governors should note down any concerns they may have and raise them with the headteacher after the visit

6. After a visit

Directors and Governors will complete a written report as soon as reasonably practicable [using the form attached as Appendix A, as appropriate. In completing the report, governors will ensure to:

- › Use neutral language at all times
- › Remain observational, and describe only what they see
- › Focus closely on the agreed reasons for the visit, and its strategic role

Once complete, governors will submit their reports to the following people, in the following order:

- › The relevant staff member, both as a courtesy and to check for accuracy
- › The headteacher, as a courtesy
- › The chair of the governing board or the relevant committee, as agreed

Appendix 1:

Governor Visit Proforma

Part 1: plan the visit	
Name and role of governor(s)	
Date and time of visit	
Agreed focus	
Relevant school objective or priority	
Observations/ Discussions	
Follow up Questions to ask	