

PERRYFIELDS PRIMARY PRU



GOVERNOR MONITORING VISITS POLICY

Review Date	Reviewed Date	Reviewer	Action
December 2016	06.12.2016	Management Committee	Ratified by Management Committee 06.12.2016
September 2017	October 2017	Education Sub Committee	Ratified by Management Committee 17.10.2017
September 2018	October 2017	Education Sub Committee	Ratified by Management Committee 16.10.2018

Rationale:

One of the key roles and responsibilities for the Management Committee is to monitor the performance of the school. Undertaking visits enables Members to evaluate provision and gather information to inform future school improvement. The Members Visits programme is an integral part of the school's monitoring schedule. Each visit will focus on an aspect of the School Development Plan or one of the Members statutory duties. Every Member is encouraged to do a termly monitoring visit during school time.

Visits enable Members to:

- See the school at work and observe the range of behaviour, engagement of pupils and their achievements;
- Demonstrate a commitment to Perryfields;
- Communicate with staff;
- Give active support to the staff and the activities taking place at Perryfields;
- Improve awareness of different teaching and learning approaches;
- Keep up to date with the changing face of education;
- Evaluate resource provision and identify further requirements;
- Gain first hand information to inform policy and strategic decision making; □
Work in partnership with staff, pupils and parents;
- Evaluate safeguarding and health and safety procedures.

It is important to recognise visits provide a snapshot of the school and that judgements should not be made arbitrarily. **Visits are not to include:**

- Inspection;
- Making judgements about the professional skills of staff;
- Checking on your own children; □ Pursuing a personal agenda;
- Arriving with pre-conceived ideas.

Confidentiality:

Children may make a disclosure to you of a sensitive nature. This safeguarding issue must remain confidential and be reported immediately to the Senior Designated Person who is Mr Pete Hines (Headteacher) or in his absence Mr Rob Harrison or Mr Andy Strangeway.

Any monitoring activities and analysis should be kept within the confines of the Management Committee and no child should be named.

In no circumstances should any details or findings be expressed to the local community or parents.

Principles:

Members are welcome to visit Perryfields and visits should be an enjoyable and enlightening experience. It is excellent practice to conduct monitoring activities such as this, as in partnership, staff and Members will be better placed to drive further school improvement.

The Process:

Before:

1. Contact the Headteacher and agree a date, time and focus of the visit;
2. Create a timetable for the visit with the Headteacher. The Headteacher will inform staff of the arrangements and any expectations of them;
3. Familiarise yourself with the Member Visits Proforma – Appendix 1.

During:

1. Arrive on time and sign in at the Main School Office;
2. Ensure you have appropriate materials for note taking and a copy of the Visits Proforma;
3. Clarify the timetable with the Headteacher and make any adjustments if he feels it is necessary due to unforeseen circumstances;
4. Remember confidentiality;
5. Act as an observer and only participate in the class at the invitation of the classteacher – this may involve you introducing yourself to pupils;
6. Remain focused on the purpose of the visit;
7. Note and praise any strengths that you see;
8. Ask questions to increase understanding;
9. Be calm and enjoy the visit;
10. At the end of the visit, thank the staff and pupils if it is at an appropriate time.

After:

1. On the Member Visits Proforma write your report as soon as possible after the visit so details are fresh in your mind;
2. Avoid citing individual staff or pupils in the report and be wary of including too many opinions, as it is factual content that will inform future actions;
3. Arrange to meet with the Headteacher prior to the next Management Committee meeting in order to share your findings;
4. Provide the Headteacher with a copy of the report so that any alterations may be made before you send it to the Clerk for circulation prior to the next Management Committee meeting;
5. Be prepared to feedback and answer any questions on the visit at the next Management Committee meeting.

Policy Review:

This policy will be reviewed every two years. In order to judge its effectiveness Members will consider:

- Record of Member's visits – has every Member visited termly?
- Are the visits achieving the benefits outlined in the policy?
- Have any other benefits been identified?

- Is the process fit for purpose? How can we make the policy and practice even better?



Management Committee Member Visits Proforma

Name of Member	
Date of Visit	
Focus of Visit	
Staff Member(s) involved	

Monitoring Activities – please tick all those carried out during the visit:

Learning Walk/School Tour		Lesson Observation	
Book Scrutiny		Policy Review	
Pupil Interviews		Staff Interviews	
Audit of Resources		Discussion of Action Plan/Vision	
Data Analysis of Pupil Achievement		Curriculum Audit	
Identifying Vulnerable Groups of pupils		Enrichment Opportunities	
Questionnaire Analysis		Evaluating impact of specific actions	
Site Review – Health and Safety		Display	

Other Monitoring – please state details

Identified Strengths:

-
-
-
-
-
-

Identified Next Steps:

-
-
-

Further Comments:

Focus for Future Visits/Further Questions to clarify:

Signed Member	
Signed Headteacher	