



GOVERNOR SCHOOL VISITS POLICY

MAY 2025

Passmores Co-operative Learning
Community

CONTENTS:

1. Aims.....	2
2. Guidance & Scope.....	2
3. Visits programme.....	3
4. Before a visit.....	4
5. During a visit.....	4
6. After a visit.....	5

THIS POLICY IS FROM A MODEL GOVERNOR SCHOOL VISITS POLICY FROM THE KEY. THIS WAS APPROVED AT THE TRUST BOARD MEETING ON THE 19TH MAY 2025 AND WILL BE REVIEWED YEARLY.

THIS POLICY WILL BE SENT TO ALL LOCAL GOVERNING BODIES IN THE PCLC TRUST AND BE VISIBLE ON ALL THE INDIVIDUAL WEBSITES

1. AIMS

This policy aims to set and maintain standards of conduct that we expect all governors to follow when making visits to the school. Governors do not have an automatic right to enter any PCLC school. When they do so, they are invited guests.

This policy sets out the procedure that all governors are expected to follow when visiting a PCLC school 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 & SCOPE

This policy takes account of best practice and guidance from the [maintained schools governance guide](#) (section 3.3.3).

2.1. OCCASIONAL VISITS (e.g. learning walks with Leaders)

Governors will visit the school on an occasional basis as such visits enable governors to:

- Fulfil their statutory responsibility for the conduct of the school
- Observe whether the school is implementing its policies and improvement plans
- Observe how its policies and improvement plans are working in practice

Individual governors do not have an automatic right to enter the school whenever they wish. All visits are pre-arranged with the Leadership Team.

2.2. FOCUSED VISITS (e.g. formal monitoring visits with Leaders)

Governors will also take part in focused governor monitoring visits, which should be:

- In line with school improvement plan (SIP) priorities
- For a specific purpose linked to the governing/trust board's responsibilities, such as safeguarding
- Pre-arranged with the Headteacher/Head of School/Principal

2.3. 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 monitor alongside the school leadership team.

3. VISITS PROGRAMME

Governors will carry out regular school visits in order to meet the board's statutory obligation to monitor the school's effectiveness.

There are two types of visits:

- Formal Monitoring Visits; where governors discuss the progress of the school in 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

3.1. GOVERNORS FOR SPECIAL EDUCATIONAL NEEDS (SEN) AND TEACHING & LEARNING

These governors will attend;

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

3.2. CURRICULUM GOVERNOR

- Subject lead governors will attend;
 - A monitoring visit or learning walk with the subject lead in Spring & Summer terms

3.3. GOVERNORS FOR SAFEGUARDING & PPG

- A monitoring visit with the PPG lead during the Spring term

3.4. ALL GOVERNORS

All governors will;

- Carry out at least 1 learning walk each term
- Attend at least 1 school assembly in the year

4. BEFORE A VISIT

Governors will;

- Notify the Headteacher/Head of School/Principal before scheduling a visit, even if the Headteacher/Head of School/Principal will not be involved in the visit. They should be made aware as a matter of courtesy
- Schedule an appointment with relevant members of staff at 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
- Clarify the purpose of the visit in advance with the Headteacher/Head of School/Principal and/or relevant member of staff
- Send questions in advance to the staff member, so everyone can feel properly prepared
- 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 minimize disruption for staff and pupils, and to receive the maximum benefit from the time spent

Governors will;

- Be on time
- Always wear a visitor's badge
- 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 their classroom, if they wish to do so
- Check with teachers before speaking to pupils
- Pass on any concerns the staff raise to the relevant people
- Be friendly but professional, and dress appropriately, bearing in mind the standards of dress set for staff and pupils

Governors will not;

- Pass comment on classroom practice or 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 that 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 chair of governors or Headteacher/Head of School/Principal after the visit

6. AFTER A VISIT

- Governors will complete a written report as soon as reasonably practicable (using a monitoring visit form available on GovernorHub or from the clerk). In completing the report, governors will;
 - 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/Head of School/Principal
 - The clerk to the Local Governing Body and Chair