

ST JAMES' R.C. PRIMARY SCHOOL (ACADEMY TRUST)

GOVERNOR MONITORING VISIT POLICY

Mission Statement:

Faith in action. Following in the Footsteps of Christ

The staff at St. James' welcome visits from individual Governors. This policy explains why such visits are valuable and sets out a framework of reasonable expectations for all parties for the conduct of visits.

Why should a Governor visit the school?

The Governing Body as a collective whole has many essential duties and responsibilities, principal amongst which are:

- Ensuring that education at the school is conducted in accordance with the teaching of the Catholic Church and that the school serves as witness at all times to the Catholic faith.
- Ensuring that the vision, ethos and strategic direction of the school are clearly defined
- Ensuring that the Headteacher performs his or her responsibilities for the educational performance of the school
- Ensuring the sound, proper and effective use of the school's financial resources

In the main the Governing Body achieves this by receiving reports at its meeting on specific aspects of the schools' work from the relevant professionals, including the staff of the school and appropriately qualified and skilled external partners. These partners may include the School Improvement Adviser of the Bromley Catholic Schools Trust (The Umbrella Trust), the Archdiocese of Southwark and various Government agencies such as OFSTED.

It is important that Governors remember the purpose of Governor visits is not to assess the quality of teaching or to pursue issues that relate to the day-to-day management of the school other than as agreed with the Headteacher. Such visits must be viewed by staff as a genuine interest on the part of the Governor rather than an inspection or judgement of the work of an individual.

Aims of the visit:

The most effective visits will be those which form part of a strategic programme:

- To gain a deeper understanding of the school in order to inform the Governing Body decision making process
- To get to know the staff and develop a supportive relationship
- To get to know the school and to get to know the children
- To focus on their particular area of responsibility or an agreed aspect of the strategic school development plan
- To monitor the performance of the school and triangulate the information provided in reports from the senior leadership team, Ofsted and external consultants

- To observe the impact of school improvement strategies

During the visit:

- Governors will respect confidentiality at all times but will also have due regard for Safeguarding Policy and procedures
- Governors will remember that they are not visiting the school in an inspectoral role
- Governors will comply with and observe any school rules and/or routines

After the visit:

- Governors will thank the relevant school staff
- Governors will discuss their school visit with the Headteacher
- Governors will respect rules of confidentiality at all times
- Governors will complete the relevant proforma* for their visit and forward to the Headteacher and staff member prior to further circulation
- Governors will circulate and present the final report to members of the Governing Body prior to the next Full Governing Body meeting via the Clerk

Programme of Governor visits:

- One Governor Morning each term led by the Headteacher as per the Governor date schedule circulated by the Clerk
- Subject Ambassador and Link Governors to meet with the relevant member of staff during the autumn and summer terms. These visits to take place prior to the Full Governing Body meeting in those terms. Appointments to meet relevant members of staff to be made by email through the Headteacher with c.c. to the school office.

This policy has been drawn up as a result of joint staff and Governors discussions.

*Proformas for Governors' visits is at Appendix A