

# EASTHAMPSTEAD PARK COMMUNITY SCHOOL

## Governors' Visits Policy



### Introduction

Individual governors do not have an automatic right to enter the school, but they do need to be able to visit from time to time in order to develop their understanding of how the school works. This will enable them to better fulfil their statutory responsibility for the conduct of the school. In particular Link Governors need to make visits to fulfil their responsibilities.

For the purpose of this policy it will be assumed that visits by governors are made in their capacity as Link Governors. For visits of a similar kind the approach taken by Link Governors should be followed.

This policy does not apply to:

- Visits to school to attend meetings of the governing body and its committees, panels and working groups, and scheduled liaison meetings.
- Visits at the invitation of members of staff to discuss a specific issue.
- Visits as part of the induction process for a new governor.
- Visits by a parent governor in the capacity of a parent rather than a governor.

### Terms of reference for Link Governors

- To become informed about current aspects of the subject which might include:
  - local and national issues impacting upon the subject.
  - staffing arrangements and training, and the condition and availability of resources.
  - curriculum and timetable arrangements, assessment and recording procedures, and special needs provision.
  - teaching and learning strategies employed.
  - achievements and significant developments.
- To understand how the subject will develop in order to improve teaching and learning, raise achievement and meet the long-term aims of the school.
- To become aware of protocols and pedagogy and to assess its effectiveness.
- To help raise awareness of the governing body about achievements, issues affecting the subject and development activities.

### Arrangements

Link Governors should:

- Inform the Headteacher that a visit is going to take place.
- Try to make contact with relevant members of staff concerned with their subject at least once a term, preferably with a clear purpose in mind.
- Seek to meet a variety of staff and observe various activities, but avoid being a distraction to the teaching and learning of the students.
- Complete the form that records the purpose and outcome of the visit and pass it to the Clerk to the Governors once it has been agreed with the member of staff that has been the main contact.
- Remember that, though they have a responsibility to understand and explain issues affecting their subject, they need to take a whole school approach when making decisions as a member of the governing body.
- Governors are welcome to make observations, however, judgements are not welcome.

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**Reviewed and Revised:**

June 2019

**Responsibility for Implementation and Review:**

Governors' Steering Committee

**Date of Next Review:**

Summer 2021

**EASTHAMPSTEAD PARK COMMUNITY SCHOOL**  
**School Visit by a Link Governor**

<b>Governor's Name:</b>	
<b>Department/Activity:</b>	
<b>Main contact:</b>	<b>Date of visit:</b>
<b>Purpose of the visit:</b>	
<b>Description of what you did and/or what you saw:</b>	
<b>Comments (e.g. key issues, questions or recommendations):</b>	
<b>Governor:</b>	<b>Date prepared:</b>
<b>Staff Member:</b>	<b>Date agreed:</b>
<b>Comments by a member of the SLT:</b>	
<b>SLT Member:</b>	<b>Date of response:</b>
<b>Comments and/or actions agreed by the appropriate committee:</b>	
<b>Chair of meeting:</b>	<b>Date of meeting:</b>