



Range High School Governor School Visits Policy

To be reviewed biennially

Appendix 3 updated: 16/05/24

Next review date: June 2026

RATIONALE

Every Governing Board has a statutory responsibility to establish and monitor its school's policies and evaluate the effectiveness of the school and its curriculum. Governors are also held to account for their own school's performance. The Office for Standards in Education (OfSTED) assumes that Governors know the strengths and weaknesses of the school, and will test that assumption during a school inspection. One of the best and most effective ways in which a Governor can get to know about their school is to visit during the school day and see it at work. The Governing Board has appointed link Governors to facilitate the liaison between the Governing Board and specific subject/curriculum areas or aspect of the work of the school (see Appendix 3).

The role of a link Governor is a source of support to the school and a source of information for the Governing Board. An integral part of the link Governor role is to view lessons in particular subject/faculty areas and to learn about the general running of the school. It is not an inspection but a fact-finding and observational opportunity.

The policy includes a sample Governors' Visits report form, which will help guide discussion on the issues, raised and provide a formal record for OfSTED of the Governors' structured involvement in the work and life of the school. It should and will not, however, form part of any other evidence base e.g. a member of staff's performance management.

PROTOCOLS

All visits to be by prior arrangement with the headteacher who will arrange the visit with the staff concerned. Feedback, either verbal or written, to be given to the member of staff and the headteacher following the visit.

ROLES AND RESPONSIBILITIES

The Governing Board is responsible for ensuring this policy meets the needs of Range High School and is regularly reviewed and monitored for its effectiveness. The headteacher is responsible for ensuring all staff, students and parents are aware of the policy and that the policy is fully implemented.

MONITORING AND EVALUATING THE POLICY

The appropriate Committee, with the Headteacher will review this policy biennially and report back to the Governing Board in the spring term. The review will consider:

- Are we doing what we set out to do?
- Are our visits achieving the potential benefits identified in the policy?
- Are we better informed and enabled to make sensible decisions?
- Have we developed a further method of direct communication with staff?
- Do the staff feel affirmed and valued?
- Have there been any unexpected benefits?
- How can we make the policy and practice even better?



APPENDICES

Appendix 1 - Governor Visits procedures

Appendix 2 - Record of Governor's Visit

Appendix 3 – List of Link Governors/Link Staff

Governor Visits: Objectives

To establish and develop effective relationships with the staff
To have a greater understanding of pupils' needs
To recognise and celebrate success
To monitor the implementation of the School Improvement Plan
To increase their first hand knowledge of the school which will inform strategic decisions
To understand the environment in which staff work and teachers teach
To see policies and schemes of learning in practice
To find out what resources are used, what resources are needed.
To show support and encouragement to staff and students
To demonstrate that the Governing Board is contributing to the school's self-evaluation process
To develop links with a class, identified groups of students, a year group or subject area
To develop individual Governor's roles in terms of their specific responsibilities e.g. Special Needs, Literacy etc

Responsibilities of visiting Governors and Staff

- (a) Governors will not make judgements about the effectiveness of the teaching they observe;
- (b) Governors will not pursue a personal agenda or seek to take advantage of their position;
- (c) Governors will express their gratitude, and any positive feedback to staff (and pupils) as soon as possible and provide informal verbal feedback to the Headteacher at the conclusion of each visit.
- (d) Governors to provide written report for file with the Clerk; (see sample report form below)
- (e) Governors and staff will respect confidentiality arising from any aspect of the visit;
- (f) Any action points arising from the visit will be discussed and agreed by appropriate parties.

RECORD OF GOVERNOR'S VISIT

Governor's Name	Date of Visit
Agreed focus of visit and intended outcomes:	
Areas/classes visited	
Sources of information: <i>e.g.: Headteacher, class teacher, display work, students' workbooks, talking to students, looking at resources, links to the development plan</i>	
General comments:	
Summary of what was learned and evidence seen:	
Points to take forward for discussion at the Governing Board meeting:	
Signed:	Date:
Received and discussed with Headteacher:	
Received by the Governing Board:	

APPENDIX 3**Range High School**

The following table outlines the names of our Link Governors mapped against their area and the named member of staff with responsibility for that area in school:

LINKS WITH FACULTIES – 2023-24	
14-19 Education / Careers	Sue Donnelly
Design Technology	Karen Owens
English & Literacy	Harriet Michael-Phillips
Humanities	Karen Owens
IT & Business Studies	Richard Snowdon
Maths & Numeracy	Clare Gaskell
MFL	TO BE APPOINTED
PE & Expressive Arts	Harriet Michael-Phillips
Science	Jim Rimmer
SEND	Richard Snowdon
SAFEGUARDING / ATTENDANCE / PSHE	TO BE APPOINTED
PPG	Clare Gaskell
Wellbeing	Harriet Michael-Phillips