



West Winch Primary School

Governor Monitoring & Visits Policy 2025

Context

One of the key roles and responsibilities for the governors is to monitor the progress and performance of the school. Undertaking visits demonstrates the governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress. The governors monitoring programme is an integral part of the school's yearly monitoring calendar. Each governor is linked to one or more curriculum areas and the monitoring plan provides a timeline for governors.

A monitoring programme for the academic year is drawn up each academic year by the governors and the school Leadership Team.

All monitoring visits will follow this policy.

Visits enable governors to:

- See the school at work and observe the range of attitudes, behaviour and achievements
- Get to know the staff and demonstrate their commitment to the school
- Give active support to the staff and the activities of the school
- Be aware of the effect of change and different approaches to teaching and learning
- Evaluate resources and discuss with staff further requirements
- Gain first-hand information to assist with policy making and decision taking
- Work in partnership with the staff

making a visit, governors will

- Contact the Subject Leader and agree a date, time and focus for the visit
- Clarify the etiquette, courtesies and expectations for the visit
- Plan which classes will be visited
- Draw up a timetable for the visit and ensure that all staff are aware of the visit and the expectations on them.

On the day of the visit the governor will remember to:

- Arrive on time and clarify the timetable with the Subject Leader
- Act as an observer and only participate in the class at the invitation of the teacher
- Respect the professionalism of the teacher, supporting but not interfering
- Be calm and enjoy the visit
- Discuss the potential feedback to governors with the Subject Leader and agree the content of the final subject report.

After the visit the governor will:

- Remember to thank the Subject Leader, teachers and children (where appropriate)
- The governor feedback to governing body must be without opinion and, where possible, individuals should not be able to be identified. It is important to remember that visits are a snapshot in time, and judgments should not be made arbitrarily.

The visit is not about:

- Inspection
- Making judgments about the professional expertise of the teacher
- Checking on your own children
- Pursuing a personal agenda
- Arriving with inflexible pre-conceived ideas

Governors are an important part of the school team and are welcomed into the school by staff. It is important that governors remember to respect the professionals and the children, support the headteacher, Subject Leader and the staff, and acknowledge that they represent the full governing body. If the agreed principles and procedures are followed then governor visits will be an enjoyable experience for all involved and will result in effective monitoring by the governing body, which will contribute to whole school improvement.

The effectiveness of the visits will be reviewed regularly as part of the school's curriculum monitoring programme at full governing body meetings.

Adopted: Autumn 2025

Review: Autumn 2028

A handwritten signature in black ink, appearing to read 'Heather Habbin', with a stylized flourish at the end.

Heather Habbin - Chair of Governing Body