

BOXGROVE C of E PRIMARY SCHOOL



*Flourishing a community of
Curious Minds, Kind Hearts and Resilient Learners,
Rooted by God's Love*

Governor Monitoring and Allowances Policy

Monitoring and Review of Policy

Last Update (Reviewed at FGB): October 2025

Next Update Due: October 2026

GOVERNORS' VISITS

Intent

- to fulfil the governing body's legal duty '**to conduct the school with a view to promoting high standards of educational achievement**'. (Section 37, The School Standards and Framework Act, 1998)
- to gain knowledge and understanding of the school, to strengthen relationships and foster trust and respect between governors and staff, pupils and community
- to give governors a sense of identity with the school and the people who work in it
- to contribute to the governing body's monitoring role
- to collect information for reports for the governing body, on the progress of key priorities or initiatives in the School Improvement Plan
- to help governors understand the teaching and learning process
- to enable governors to make informed contributions at governing body meetings
- to enable an informed decision-making process by the governing body.

Implementation

Governors have the right to make formal visits to the school to fulfil their responsibilities as governors, and the visit is on behalf of and agreed by the governing body.

- A schedule of monitoring visits will be shared with the Governing Body termly and will link to the **School Improvement Plan, Safeguarding, SEN, EYFS and SIAMs**.
- **Formal** visits should have a clear focus, linked to priorities in the School Development Plan, to 'add value' to the school and the effectiveness of the governing body.
- Governors visit schools as lay people, not as inspectors, even where they have personal professional expertise in a subject area. It is important that the information and impressions gained are reviewed and revised with the headteacher, to ensure the full context and relevant insights have been provided.
- Governors do not undertake formal visits to judge the quality of teaching and learning in the school. This is a specialist skill which non-specialists are not equipped to undertake.
- Governors' visits reports should aim to be accurate, objective, factual observations
- Reports must be shared initially with the headteacher whose responsibility it is to manage the school on a day to day basis, and to supervise staff in accordance with the aims, objectives and policies approved by the governing body.
- Written reports, like all other documents for the governing body, should be available for public scrutiny after the governing body has seen them. They should not name individuals or contain

any criticisms, but they may raise important strategic issues which the governing body needs to consider.

CHECKLIST FOR GOVERNORS' VISITS

The Governing Body should:

- Ensure the visits policy has been discussed and agreed with staff.
- Link visits to School Improvement Plan/Ofsted Action Plan priorities.
- Agree the **focus** of each visit for the academic year.
- Plan a realistic timetable of visits for the year which dovetails with the governing body's schedule of meetings.
- Agree the timescale for each visit e.g. number of lessons, half day or whole day.

- Consider different **styles** of visits:
 1. paired visits where an experienced governor partners a less experienced one
 2. working with pupils on a specific task
 3. shadowing a member of staff or pupil/s
 4. looking at a range of pupils' work
 5. checking the effective implementation of governors' key policies
 6. attending staff training days
 7. timed meetings with subject co-ordinators

- Name the governors who will undertake the visits to allow those involved to make adequate personal arrangements well in advance.
- Agree de-briefing arrangements with the headteacher and reporting back arrangements to the governing body.
- Governors should produce brief written reports, not exceeding more than one side of A4.
- Reports should be cleared with the headteacher before being circulated to governors.
- Reports should give an honest account of what was **seen and learned** and **what issues**, if any, need to be considered by the governing body.
- Review how the visits' policy is working approximately every other academic year.

INDIVIDUAL GOVERNORS SHOULD:

- Negotiate a mutually convenient time with the headteacher, teacher, etc.
- Report to the relevant member of staff on arrival
- Include a 'feedback' session with the headteacher/member of the senior management team (face to face / phone / email)
- Discuss any issues that may arise at the feedback session before preparing a brief account of the visit for other members of the governing body.

INDIVIDUAL GOVERNORS SHOULD NOT:

- **Provide feedback directly to the teacher.** Individual governors do not have a role in providing feedback to staff on their observations.
- When reporting back to the governing body, identify individual teachers, pupils or parents.
- Make promises to staff on behalf of the governing body e.g. lobby for more resources for particular departments/subject areas.

INFORMAL VISITS

*Informal visits should be seen as a valuable **complement to formal visits** – not an alternative.*

- Governors attend informal visits in a more personal capacity, but always with the knowledge and approval of the headteacher.
- Informal visits can take many forms:
 1. attending a play, concert or sports day
 2. helping on school trips
 3. listening to pupils reading
 4. running a stall at the school fair.

GOVERNOR ALLOWANCES

The GB have agreed not to claim allowances for any aspect of their work.

SCHOOL VISIT RECORDS FOR GOVERNORS

Name	Date
Purpose of visit (Previously agreed by the governing body with the Headteacher)	
Links with the School Development Plan / SEN / EYFS / SIAMS/SAFEGUARDING	
Governors' observations/comments (e.g. What did you see? What did you learn? What would you like clarified? How long did the visit last?)	
Any key issues arising for the governing body (e.g. The way resources are located, the way the school communicates, progress in implementing a key policy)	
Action following governing body meeting (Record any action agreed by the governing body with regard to this visit)	

Signed Date