

Saint Mary's Catholic Primary School

Governor Visits Policy



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| Approved by: | Governing Body | Date: 21 st May 2024 |
| Last reviewed on: | May 2022 | |
| Next review due by: | May 2026 | |

Saint Mary's Catholic Primary School, Congleton

GOVERNOR VISITS POLICY

Introduction:

Governing bodies have a statutory responsibility to promote high standards at their schools and must monitor and evaluate their effectiveness. Through visiting Saint Mary's, the governors can get to know it better. The governing body is a corporate body and every governor should visit the school as a representative of that body, not as an individual. There must be an effective partnership between governors and staff, based on mutual understanding and trust, which benefits the whole school community. This policy will provide an agreed framework within which governors will plan and carry out visits to the school.

Governor Visits

All governors are welcome to participate in the monitoring and evaluation of teaching and learning. At the beginning of each academic year, there will be dates set throughout the year when governors are invited to meet with subject leaders to discuss the quality of teaching and learning in each subject, areas of strengths and weakness and progress towards objectives on subject leader action plans.

In addition, governors will be invited to accompany subject leaders during monitoring activities which include book scrutiny, learning walks and review of responses to pupil/parent questionnaires.

Specific Governor Roles

In addition to the monitoring and evaluation of teaching & learning, the following governors have the following specific responsibilities:

| Specific Governor Role | Examples of Responsibilities | Named Governor | Named Staff Members |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------|
| Faith | <ul style="list-style-type: none">• Meets with RE Coordinator as and when required• Attends key liturgical events• Supports RE Coordinator in preparing for a RE inspection• Ensures the school's 'ethos' reflects the outward signs and experiences of the teachings of Christ and the Catholic Church on a day-to-day basis | Val Bridge | Natalie Small |
| Safeguarding | <ul style="list-style-type: none">• Undertakes a periodic review of the school's Single Central Register• Is kept informed of any safeguarding issues by the Headteacher• Ensures the school has up-to-date child protection policy and procedures, which are published on the school website | Val Bridge | Greg Merrick |

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| | <ul style="list-style-type: none"> • Ensures the school complies with recommended safer recruitment practices • Ensures the school has procedures for dealing with allegations of abuse against any member of staff or adult on site • Organises an annual Safeguarding Audit in consultation with the Local Authority | | |
| Vulnerable Pupils | <ul style="list-style-type: none"> • Reviews progress of vulnerable pupils including pupils from the following groups: Pupil Premium children Pupils with English as an Additional Language Pupils with Special Educational Needs Pupils with Disability Pupils who identify themselves as Lesbian, Gay, Bisexual or Transgender Looked after pupils, or previously looked after pupils • Ensures the school publishes details of how it spends its pupil premium and the effect this has had on the attainment of the pupils who attract the funding. • Acts as a contact point for parents of vulnerable pupils | Joyce Richards | Hannah Bloor (SEND) Callum Billings (Pupil Premium) |
| Health & Safety | <ul style="list-style-type: none"> • Work with the school health and safety representative to ensure that the school has a Health and Safety Policy and appropriate health and safety procedures and practices • Work with the school's health and safety representative to make regular termly health and safety inspections of the school premises • Keep the governing body informed of health and safety issues • Keep informed by reading new materials and information relating to health and safety matters received into the school or published in educational health and safety publications | Val Bridge | Rebecca |
| Finance | <ul style="list-style-type: none"> • Reviews budget regularly with the SBM • Ensures the school is allocating its resources in line with its strategic priorities • Monitors expenditure against the agreed budget • Helps to identify ways which the school can get better value for money from its budget | Val Bridge | Rebecca |

Governor Visit Protocol

Governors will always make prior arrangements for the visit, with both the Headteacher and the teachers/staff involved.

Aims of the Visit

The main aims of the visit will be:

- To gain a deeper understanding of the school's strengths and areas of development
- To gain a deeper understanding of the day-to-day working of the school
- 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 on the quality of teaching and learning in a particular subject
- To monitor the performance of the school and triangulate the information provided in reports from the senior leadership team, Ofsted, external consultants
- To observe the impact of work undertaken on the school development plan

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 complete the relevant Proforma for their visit (see Appendix A)
- Governors will circulate and present the report to other members of the Governing Body at their next full meeting
- Governors will be responsible for ensuring any agreed actions are undertaken by the staff member

Signed: (Headteacher)

Date:

Submitted and agreed by full Governing Body on

Date:

Signed: (Chair of Governors)

Review date: May 2024

Appendix A



GOVERNOR RECORD OF VISIT

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|------------------------------------------------------------------------------|--|
| Date | |
| Governor (s) | |
| Member of Staff | |
| Subject , Area of Responsibility or Aspect of School Development Plan | |
| Purpose of visit | |

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|--------------------------|--|
| Notes from visit | |
| Agreed next steps | |

Signed:

(Governor)

(Staff member)