

Welburn Hall School



Governor School Visits Policy

Review Period: Every 3 years

Next Review: September 2028

Last reviewed: December 2025

Adopted by Governors 02.12.25

A handwritten signature in black ink, appearing to be 'A. Roy', is written over a light-colored rectangular background.

Signed:

Chair of Governors

Date: 12/12/2025

1. Link Governors and their visits

The Governing Body has appointed link governors to have responsibility for specific areas of the school.

The role of a link governor is as a source of support to the school and a source of information for the governing body.

An integral part of the link governor role is to visit the school:

- a. to provide each link governor with the opportunity to meet school staff and gain information to enable them to fulfil their specific link governor role and specific areas of responsibility;
- b. to liaise with specific school staff with regard to their identified area of responsibility and provide support for the school in this area;
- c. to observe the general running of the school;
- d. to view lessons/learning activities/other activities relating to that link governor's role.

A governor school visit is **not** an inspection, but a fact-finding and observational visit.

Whilst visits can be used to enable governors to familiarise themselves with how the school works, visits should be focussed on ensuring the Governing Body has a positive role in raising standards and outcomes in line with proposals identified in the action plan/school development plan/previous recommendations/other specific identified areas.

It follows that, given the different roles of link governors, some governors will be expected to make classroom visits to observe the teaching and learning taking place, whilst some will not. Some may focus instead on particular issues such as safeguarding, health and safety, premises etc.

2. Conduct of all Link Governors

It is important that all visits are conducted in an appropriate way.

The purpose of this policy is to provide a framework for governor visits:

- To enable all participants to make the most effective use of the visit;
- To help the school community to get to know the governors;
- To ensure that visits are conducted properly;
- To contribute to school improvement;
- To enable the Governing Body to carry out its statutory duty to monitor and evaluate the work of the school.

3. Format of Link Governor Visits

- a) The Governing Body, acting in consultation with the headteacher and in accordance with the School Improvement Plan ("SIP") and any other relevant action plan (e.g. improvements in response to OFSTED visit), will identify areas of focus or priority for their visits to take place throughout the school year at the beginning of the academic year.
- b) The number of visits will vary according to need and subject/activity area, but the recommended frequency is expected to average approximately one per term by each link governor;
- c) The visit schedule will be agreed with the headteacher/member of SLT prior to the visit and all staff involved in the visit will be provided with a copy of the visit schedule;
- d) Each visit will have a clear focus, linked to a particular area within the action plan/previous recommendation /other specific identified area;
- e) It is the responsibility of the visiting governor to arrange the date and time of their visit with the headteacher/relevant member of SLT in advance and agree the purpose of the visit;
- f) Wherever possible, governors visiting the school to observe lessons shall be present at the beginning of the lesson to:
 - Enable the governor to be introduced to pupils and explain the purpose of the visit;
 - Avoid disruption to lessons.
- g) Governors must sign in at school reception on arrival and must wear school identification lanyards throughout their visit. They must sign out at reception when leaving.
- h) During their visit, governors must communicate any safeguarding concerns immediately to a member of the school's safeguarding team.
- i) Wherever possible, governors visiting the school to observe lessons shall be present at the beginning of the lesson to:
 - Enable the governor to be introduced to pupils and explain the purpose of the visit;
 - Avoid disruption to lessons.

4. Aspects for consideration during Link Governor visits

The role and focus of the visit will determine the aspects of the visit.

These aspects may include the following:

- General ethos and atmosphere of the area(s) visited;
- Suitability and attractiveness of the area(s) visited;
- Availability and use of resources;
- Health and Safety (where appropriate), including safeguarding;
- Pupil/student wellbeing, behaviour and attitudes;
- Pupil/student engagement in lessons;
- Relationships observed.

5. Responsibilities of Visiting Governors and Staff

- a) Governors will record their visits and observations fairly and objectively in a written report (using the pro-forma in Appendix A) for consideration at or before the next meeting of the governing body; if there is any follow-up action, this will be stated;
- b) Visiting Governors and staff will be courteous and considerate at all times and respect the role that each has to fulfil;
- c) Governors will not make judgements of any teaching observed to the staff members, but will be able to describe their experience to the headteacher and Governing Body;
- d) Governors will not pursue personal agendas or seek to take advantage of their position;
- e) Governors will express their gratitude, and any immediate positive feedback to staff (and pupils) and provide verbal feedback to the headteacher (if convenient) at the conclusion of each visit;
- f) The Headteacher will provide feedback to appropriate staff as soon as possible after each visit;
- g) Governors and staff will respect confidentiality arising from any aspect of the visit.

6. Providing Evidence of Governor Visits

It is important that the Governing Body is able to show evidence of their visit to ensure it is fulfilling its monitoring role within school.

Following their visit, governors are asked to:

- Complete a Governor Visit Form (shown below) and return this to the Clerk to Governors.
- Consider writing up the report together with any member of staff involved in the visit if convenient.
- Any recommendations/actions should be clearly stated and discussed as necessary with the member of staff concerned or, if sensitive, with an appropriate member of the Senior Leadership Team.

Appendix A

Welburn Hall School

Governor Visits - Monitoring and Evaluation Record

| | | | |
|---|--------------------------------|--|---|
| Governor's name | | | |
| Responsibility area(s) | | | |
| Date, time and length of visit | | | |
| Location of visit | | | |
| Staff member(s) involved | | | |
| Any classes seen | | | |
| Objective(s) of visit: | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| Relevance of Visit (Please tick appropriate box below) | | | |
| Post Ofsted action plan | School Improvement Plan | Following up previous recommendations | Other e.g. Curriculum monitoring visit |
| Planned activities: | | Outcomes: | |
| | | | |
| | | | |
| | | | |
| Positives of visit: | | | |
| | | | |
| Issues for the Governing Body: | | | |
| a. | | | |
| b. | | | |
| c. | | | |

Follow up actions/recommendations/suggested focus for future visits:

Governor signature:

Date of report:

Please send a copy of the completed report to the clerk of governors for circulation at the next Governing Body meeting.