

St. John's Cathedral Catholic Primary School

Governor Visit Policy

The best way for Governors to get to know the school is to see it in action. Every Governor should try to make a formal visit at least once a year to see the mission statement in action to develop a greater understanding of the school, to learn first hand how the National Curriculum is being implemented and to build up relationships with the staff and pupils.

At the start of the academic year, the Curriculum Committee will establish a diary of proposed visits to the school. This schedule will be given to the Teacher Governor to display and make all staff aware.

Guidelines and Tips

- Agree well in advance the precise date and time of the visit with the Head and staff.
- Visit either for the morning – from the children's arrival to lunch; or for an afternoon – from lunch until the children's departure.
- Plan each visit by deciding beforehand what you want to achieve and whether you wish to see a class being taught, look at a particular curriculum area or to review the implementation of a particular school policy or aspect of the School Development Plan.
- Ask for relevant background papers before the visit so that you can familiarise yourself with what the school is trying to do.
- Start with a meeting with the Head, to ensure that you are informed of any changes in the arrangements.
- In the classroom, confirm that you are there to learn and your aim is to use your skills and experience to benefit the school.
- Recognise that classroom layout and teaching style may well be very different from those you remember from your own school days. The atmosphere is likely to be more informal and relaxed.
- Do not sit at the back of the room as if you are inspecting the lesson. Get involved without being obstructive.
- If you have questions about what is going on, do not disturb the teacher whilst he or she is teaching; make a note and ask at a convenient time.
- Finish with a meeting with the Head, to review the visit, ask questions, seek advice, express opinions and voice any doubts you may have.
- Consider sending a note of thanks to all involved in your visit.
- Share your findings and perceptions with other Governors in a short written report, and present to the Chair of Governors who will circulate it ready for the next full Governors' meeting.
- Evaluate the visit. Did you achieve what you set out to do? How has it increased your knowledge? Is any further action required?

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