



St Luke's C of E Primary

Governor Visits to School Policy

St Luke's is built on a core set of Christian values, where children feel happy and cared for. Here they find, love, joy, hope and peace.

John 13: 34-35 says, 'Love one another. As I have loved you... By this everyone will know that you are my disciples.'

So at St Luke's we aim to be disciples by:

Following in God's way

Learning day by day

Working with one another

Caring for each other.

Date Adopted by the Governing Board:

Signed

Chair:

Headteacher:



Aims

The school welcomes the governing body's active involvement in its life. Governors are encouraged to visit the school during the working day to:

- Advise the whole governing body on its fulfilment of its statutory role;
- meet with the headteacher, senior staff or LA officers;
- improve governor knowledge of the ethos of the school and awareness of the work in the curriculum;
- observe school policies in action;
- carry out specific responsibilities on behalf of the governing body, e.g. health and safety checks;
- observe classroom practice;
- develop governor links with staff, new staff, pupils and parents/carers;
- attend school functions;
- assist with understanding the effectiveness of the current School Improvement Plan (SIP);
- have an enhanced level of understanding of an aspect of the school's work so that the governing body as a whole has a deeper context for its decision-making and monitoring roles;
- assist the headteacher in staff selection, job descriptions, person specifications and interviews;
- highlight the needs for particular resources.

We recognise that the role of a governor on a school visit does not include making a qualitative judgement about a professional matter, i.e. the quality of teaching in individual lessons.

This policy sets out the procedure and standards of conduct that all Governors are expected to follow when visiting St Luke's C of E and how they are expected to report back on that visit to the governing board.

By creating this policy, we aim to ensure that all Governors understand their role and purpose, so school visits are a productive and enjoyable event for all involved.

Governors do not have an automatic right to enter the school whenever they wish.

Context

A key role of the Governing Board is to monitor the progress and performance of the school.

Visiting school to carry out a 'monitoring visit', enables Governors to learn how it functions, gives first-hand knowledge and helps to inform strategic decision making.



It demonstrates Governors' role in strategic management by helping to hold the school or academy to account and evaluating its progress.

The purpose of a visit is to allow Governors to:

1. See a specific aspect of how the school operates in practice, maybe to observe a range of attitudes, behaviour and achievements
2. Check progress is being made towards the school's strategic objectives, monitoring priorities and seeing policies in action
3. Gain first-hand information to inform decision making
4. Assist the board in fulfilling its statutory duties
5. Understand the environment in which teachers teach, see lessons and see the environment in which pupils learn
6. Get to know the staff and demonstrate a commitment to the school
7. Work in partnership with the staff
8. Find out more about resource needs
9. Recognise and celebrate success

The purpose of a visit is to help staff to:

1. Understand better the roles and responsibilities of Governors
2. Share knowledge about learning and teaching to help Governors understand
3. Highlight the need for certain resources
4. Demonstrate to Governors the approaches taken to address priorities

Governor visits are not about:

1. Inspecting lessons or assessing the teaching and learning
2. Interfering in the day-to-day running of the school
3. Checking progress of your own child
4. Pursuing a personal agenda
5. Monopolising staff time
6. Arriving with inflexible pre-conceived ideas
7. Turning up unannounced
8. Providing professional and/or negative feedback to staff
9. Making promises to children or staff

Schools Visits

These visits must be pre-arranged, and if you wish to spend time in a classroom, the school needs to be very clear about why you're there.

This policy takes account of best practice and guidance from the [maintained schools governance guide](#) (section 3.3.3).

- **Occasional visits, for example a walk round, enable Governors to:**
 - fulfil their statutory responsibility for the conduct of the school



- see whether the school is implementing their policies and improvement plans
- see how their policies and improvement plans are working in practice
- **Focused visits, for example a meeting with a staff member, should be:**
 - in line with school improvement priorities
 - for an identified purpose linked to the governing body's responsibilities, such as safeguarding
 - pre-arranged with the Headteacher

Visits Programme

The Annual Programme of Visits is an integral part of the school's yearly monitoring calendar and allows the board to meet their statutory obligation to monitor the school's effectiveness.

This is planned into the annual monitoring schedule which is available as an appendix of the school improvement plan. This is shared with all staff. (appendix 1)



Visit Guidelines

Before making a visit Governors will:

1. Contact the Headteacher and agree a date, time and focus of the visit
2. Clarify the etiquette, courtesies and expectations for the visit
3. Prepare for the visit using appendix 2
4. Communicate which classes you will visit and and/or which members of staff you would like to speak to
5. Ensure staff are aware of the visit*

**It should be the responsibility of the Headteacher to inform any member/s of staff who may be involved in the visit.*

On the day of the visit Governors will:

1. Arrive on time
2. Follow all your school's security procedures
3. Make yourself aware of the fire drill and any other health and safety priorities
4. Be aware of safeguarding and confidentiality issues when interacting with staff, children and parents
5. Act as an observer and only participate in the class at the invitation of the teacher
6. Observe discreetly
7. Ask questions when it is appropriate; be courteous not critical
8. Avoid getting drawn in to any discussion on personal or staff grievances
9. Avoid distracting staff from their primary role by asking too many questions
10. Remember it is a visit, not an inspection
11. Not lose sight of the purpose of your visit
12. Listen to staff and pupils

After the visit Governors will:

1. Thank staff and children for supporting you in your role as a Governor
2. Agree with the Headteacher when you will report on your visit to the governing board
3. Complete a brief written report using appendix 3 – where possible individuals should not be identified
4. Report to the governing board

Confidentiality

Confidentiality should be adhered to at all times. Observations and comments may be shared with school staff concerned and the Headteacher, but not with other staff or with parents.



Commitment

Individual Governors have differing amounts of time to commit to visits. It is important however, that all Governors should try to make time for a school visit at least once over the academic year.

This policy should be reviewed annually by the governing board.

Suggestions about what to observe on your visit:

- Relationships between staff and children
- Relationships between children
- Availability and role of support staff
- Attitude of children – are they attentive, motivated, listening, questioning, responding?
- Attitudes of parents if around
- Enjoyment and enthusiasm of both staff and children
- How different abilities are catered for
- Displays
- Ethos – atmosphere and values that are evident (are expectations high, is there encouragement, praise, challenge and equality of opportunities)
- Use of space and working conditions
- Quality and quantity of resources



2025 -26	Autumn 1 st Half Term	Autumn 2 nd Half Term	Spring 1 st Half Term	Spring 2 nd Half Term	Summer 1 st Half Term	Summer 2 nd Half Term
Governors	-Section 175 Safeguarding audit and Health and Safety audit– final discussion before sending -17/10/25 -Pupil Premium Review -Governor to attend INSET on 1/9/25 and visit (focus meeting with Subject Leaders to discuss SIP, SIAMS SIP 3, SES, action plans and pupil conferencing) -Governor subject walk around -RE	-Governor visit, school walk - 10/11/25 (Focus SIP 1&2 support staff/excellence) -Pay Committee -HT Performance Management Review -CPD Evaluation -Governor visit (focus meeting with Subject Leaders to discuss SES, SIAMS, action plans and pupil conferencing) -Headteacher report, including summary of performance data	-Governor visit (focus meeting with Subject Leaders to discuss subject progress SIP 1&2.	-Pupil Premium Review -CPD Evaluation - Safeguarding audit and Health and Safety SCR audit - 11/03/26 -Deep dives and Subject Leader Evaluation Summaries reported to Governors -Headteacher report,	-Governor visit – Statutory Testing administration - H&S audit, Section 175 LA online Safeguarding audit final discussion before sending- 06/05/26	-Subject Leader Evaluation Summaries reported to Governors -Pupil Premium Review -CPD Evaluation - Headteacher report, including summary of performance data

Governor Subject Walk rounds to tbc throughout the academic year.



Appendix 2: Planning my visit to School

Name	School
Specific area of focus of the visit	
Which members of staff will I meet/talk to?	
What to see (linked to area of focus)	
Questions I would like to ask	



Appendix 3: Visits Reporting Form

Name of Governor	Date & Time of Visit
Specific area of focus of the visit	
How does this link to school improvement objective	
Observations and Comments (what you saw; who you communicated with; what you learned; what you want to clarified; impact of school's actions, how long your visit lasted)	
Impact and Evaluation of Visit	
Any other comments	

Signed (Governor)_____ Date_____