



Liscard Primary School

Governor School Visits Policy

Version	Date of Review	Amendments Agreed
1.0	September 2023	
1.1	September 2024	None
1.2	September 2025	

Governor Visits Policy

The Purpose of this Policy

Governing Bodies have a statutory responsibility to promote high standards at their schools and must monitor and evaluate their effectiveness. Through visiting Liscard Primary School, the governors can get to know it better. Any governor visiting the school should do so as a representative of that governing 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 school visits.

Visit Programme

The following visit programmes are suggested, but if individual governors can visit more frequently, at the convenience of the Senior Leadership Team (SLT) and teaching staff, that would be appreciated.

- Subject Governors (English, Maths, Pupil Premium, SEN & Key Stage)
- September/October: 1:1 meeting with the relevant Subject Co-ordinator
- November/December: Accompanied Learning Walk/Bookshare
- March/April: 1:1 meeting with the relevant Subject Co-ordinator
- June/July: Walk round school
- SEN Governor - three 1:1 meetings with SENCo spread over the school year

Safeguarding Governor

- Ad hoc but regular communication with HT on safeguarding issues
- February: Annual Safeguarding Review

Meeting Guidelines

- Governors should arrange a mutually convenient date and time to meet the relevant member of staff. For Subject Governors, the initial 1:1 meeting will be to discuss the year ahead and include consideration of the curriculum, planning and anything else the teacher feels the Governing Board should be aware of.
- The Subject Governor should then arrange a mutually convenient date and time to walk round the school with the subject co-ordinator.
- Consideration should be given to the total number of school visits that can take place in a given period without disrupting the work of the school
- If necessary, Governors will be offered a mentor governor when they assume an area of responsibility to make introductions to the staff and pass on best practice as required.

Visit Guidelines

- The focus of the visits will be to ensure the governors understand how the curriculum is taught at Liscard Primary School. They may also be in conjunction with the School Improvement or Development Plans and in line with what has been discussed at the 1:1 meetings.
- Governors visit to learn more about the school and to gather information to inform the governing Board's decision making. It is not a governor's role to judge the quality of teaching: monitoring staff performance is the job of the Headteacher, the Deputy Headteachers or Assistant Headteacher..
- On arrival at the School please sign in and wear your governor lanyard. On arrival to any of the classrooms governors must be discreet: the teacher will introduce the governor as appropriate
- Governors must remember that they are a representative of all the governors: what governors say will be understood by the staff to be the views of the Governing Body as a whole.
- Governors should avoid making promises on behalf of the governors but of course offer to take comments, questions or requests from staff and children to the next relevant governors' meeting.
- Visiting governors should aim to keep note-taking to a minimum
- Governors should make a record of your visit as soon as possible afterwards
- If a governor witnesses something that concerns them they should use their discretion and approach a member of SLT.
- Confidentiality is paramount and nothing that is viewed within the classroom should be discussed outside the remit of the Governing Body.
- Governors should be aware of, and adhere to, the School's Safeguarding Policies.

Reporting Guidelines

- Visiting governors ensure they make an accurate record of their visit as soon as possible, using the Governor Visit proforma.
- Each visit record should be sent to the Clerk to the Governors who will forward a copy to the Chair of the Teaching and Learning Committee. The Chair will then ensure the visits are minuted in future meetings.

Ad Hoc School Visits

All Governors are encouraged to attend ad hoc events throughout the school year.

At these times, even if a governor is attending on a personal basis as well as representing the Governing Body, every governor should sign in as a governor, wear the appropriate lanyard and make a record of your visit. Some examples of these events are:

Assemblies
Church services
School productions
Sports Day
Celebration evening
Fundraising events
Science Week
Literacy Week
Review of this Policy

Curriculum Overview			
The curriculum is the vehicle for the school vision “Rise above the ordinary to be extraordinary – Be your best self.”			
How we believe children learn best			
What sort of teaching supports that learning?			
To what extent does our curriculum currently match our school's vision/values?		What evidence do we have?	
Are we over- or under-emphasising certain elements of our vision because of our current delivery model?			
What have you done to make sure our curriculum reflects the vision in each phase, subject or year group?			
Which elements of our vision need to be stronger in our curriculum, and how can we achieve this?			
What are you doing at a whole-school level to make sure all teachers and pupils understand the vision?			
Broad and Balanced Curriculum			
How is the curriculum specifically designed to meet the needs of all our pupils?		How do you know?	
Is the curriculum relevant and accessible to pupils, including those with special educational needs (SEN)?		How do you know?	
Are there enough opportunities for higher-ability pupils? Can you show me some examples?			
Does the school work with other schools to share best practice?		What's been the impact of this?	
How do you know that the curriculum has the desired impact on pupils of all abilities?			
How do you address concerns from parents about the curriculum?			

This policy will be reviewed bi -annually by the Governing Body.

September 2025