Bowker Vale Primary School

GOVERNOR MONITORING VISITS* POLICY

*Please note that, for the purposes of this policy, a meeting is also considered a visit.

Policy Updated	Autumn 2026
To be updated	Annually
Owner	Rachel Jacques

Context

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school. Undertaking visits demonstrates Governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress.

The Governors' visiting programme is an integral part of the school's yearly monitoring calendar. It has been agreed at Governing Body meetings that there will be regular Governor visits which focus on an aspect of the School Development Plan or one of the Governors' specific linked duties. Governor links are reviewed and updated annually; the links for 2026–27 will be agreed at the initial meeting of the year.

Each Governor is encouraged to make contact with their link at least twice over the year – in person or remotely. Where appropriate, visits may be combined with other monitoring activities, such as reviewing relevant documentation, speaking with staff and pupils, or considering evidence of impact.

In addition to the general Governor monitoring programme, Governors with specific strategic or statutory responsibilities will undertake more focused monitoring and provide an **annual report to the Governing Body** on their area of responsibility. For 2026–27, the Governors responsible for **GDPR/Data Protection, Health & Safety, Safeguarding, Pupil Premium (PPG), and SEND/LAC** will each complete an annual report. These reports will provide assurance to the Governing Body that the school is meeting its responsibilities, identify key strengths and areas for development, and inform future monitoring and school improvement activity.

Visits enable Governors to:

- Get to know their school
- Understand how the vision, ethos and plans work in practice
- See the school at work and observe the range of attitudes, behaviour and achievements
- Keep informed in order to discuss issues based on knowledge and experience of the classroom and school
- Provide meaningful support and work in partnership with staff
- Monitor effectively and provide appropriate challenge

Before making a visit Governors will:

- Contact the Headteacher, or their link member of staff, and agree a date, time and focus for the visit
- Clarify the etiquette, courtesies and expectations for the visit
- Plan the content of the visit, including pupil voice where appropriate
- Draw up a timetable for the visit
- The Headteacher will ensure that relevant staff are aware of the visit and the expectations of them

On the day of the visit the Governor will remember to:

- Arrive on time and clarify the timetable with the Headteacher or link member of staff
- Ask questions (or send them in advance) and remember there is no such thing as a 'silly' question – challenge if further detail or evidence is required
- Be calm and enjoy the visit
- Maintain a professional and supportive approach throughout the visit

After the visit the Governor will:

- Remember to thank the link member of staff and any children seen

- Complete the Governor Monitoring Visit Form (Appendix 1), reporting on the agreed focus
- Send the completed form to the Headteacher first. Following any factual corrections or agreed amendments, the form will be circulated to the Governing Body and relevant staff and uploaded to The Trust Governor
- Where the Governor has responsibility for GDPR/Data Protection, Health & Safety, Safeguarding, Pupil Premium (PPG), or SEND/LAC, ensure that evidence gathered through monitoring visits and other activity contributes to their **annual report to the Governing Body**

Annual Link Governor Reports

Governors with responsibility for the following areas will provide an annual report to the Governing Body:

- GDPR / Data Protection
- Health & Safety
- Safeguarding
- Pupil Premium (PPG)
- SEND / LAC

The annual report should provide a concise overview of the Governor's monitoring activity during the year and should include, where appropriate:

- The focus of monitoring undertaken
- Dates and nature of visits, meetings or other monitoring activity
- Key findings and evidence considered
- Areas of strength and good practice
- Areas requiring further development or attention
- Questions or challenge provided to school leaders
- Actions or recommendations arising from monitoring
- Any matters requiring further Governing Body oversight

The annual reports will be presented to the Governing Body as part of the annual monitoring cycle and will provide evidence of the Governing Body's oversight and challenge in these key areas.

It is important to remember that visits are a snapshot in time, and judgements should not be made arbitrarily. The visit is not about:

- Inspection
- Making judgements about the professional expertise of a member of staff
- Checking on your own children
- Pursuing a personal agenda
- Arriving with inflexible pre-conceived ideas

Governors are an important part of the school team and are welcomed into the school by staff. It is important that Governors remember to respect the professionals and the children, support the Headteacher and staff, and acknowledge that they represent the full Governing Body. If the agreed principles and procedures are followed, Governor Visits will be an enjoyable experience for all involved and will result in effective monitoring by the Governing Body, contributing to school improvement.

Appendix 1

Bowker Vale Primary School

Governor Monitoring Visit* Report

(Please note that, for the purposes of this policy, a meeting is also considered a visit.)

Pre Visit Prep – what I hope to find out on my visit / questions I have beforehand.	

Name	
Date of Visit/Mtg	
Focus of Visit/Mtg	
Classes/staff visited	
Summary of activity *e.g. learning walk, observing classes, talking to staff and pupils, looking at resources, discussing policy, had lunch etc.*	
What I learned or found out	
Questions answered	
Feedback to staff	

Please email the Headteacher a copy of this report so it can be checked and forwarded to the relevant staff in school, who do not have access to The Trust Governor site.

Please await feedback from the Headteacher and then add this report to The Trust Governor under - 'Governors' tab – Reports/Visits – Create a new report