

# Governance monitoring

## Visit policy template

Insert school/trust logo here

<b>Date policy adopted:</b>	
<b>Date for review:</b>	
<b>Signed:</b>	
	(Chair on behalf of those with governance responsibility)
<b>Signed:</b>	
	(Headteacher/CEO on behalf of the school/trust)

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### The governing board of (insert name of school or trust)

#### Introduction

This policy applies to school visits made for the purpose of governance and not to visits to the school site that individual may make in other capacities, for example as parents or members of staff.

Governing boards have three core functions:

- **ensuring clarity of vision, ethos and strategic direction**
- **holding the headteacher to account for the educational performance of the school and its pupils, and the efficient and effective performance management of staff**
- **overseeing the financial performance of the school and making sure its money is well spent.**

Governors, trustees and those who govern at local level draw on a range of evidence in order to carry out these functions and one source of information is their own visits to their school.

#### Purpose of visits carried out by governors/trustees

Whilst there may also be opportunities to visit the school on an informal basis, for example to attend performances or celebration events, these are not usually considered formal monitoring. Governance visits will be carried out in a formal capacity with a specific purpose that is linked to either monitoring improvement priorities, gaining a greater understanding and/or appreciation of the school at every level, or strengthening the relationship between the governing board and the community served by the school.

Governance visits are for the purpose of learning and improving understanding of the school, and will ensure triangulation between the data you are receiving in meetings and from external professionals.

#### Frequency of visits

The frequency of governance visits should be in accordance with the framework established by the governing board. Accepting office as a governor/trustee/ academy committee member involves the commitment of time, energy and the expectation that visiting school on an agreed basis is part of the role.

#### Arranging visits

Visits should be arranged with adequate notice through the headteacher and agreed with the relevant members of staff.

When arranging visits to school due regard should be given to any schedule of visits agreed between the governing board and the school. Due regard should also be given to potential workload implications for staff, avoiding visits clashing with important events and or periods of intense activity in school.

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### **Conduct on visits**

When visiting the school those who govern will comply with the school and governing board's codes of conduct and the standards of presentation expected of staff. They will be mindful that they are representing the whole governing board through their words and actions.

### **Expectations following a visit**

A report should be completed as soon as possible after each visit. A draft will be shared with the headteacher and any other members of staff involved in the visit and, when agreed, a final version will be included in the papers for discussion in the next governing board meeting (this may be the full governing board or a committee, as appropriate). See the Resources menu for NGA's report template.

### **Maintaining confidentiality**

Those governing will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside school.

Discussion of visits should be limited to be to the headteacher, or relevant member of staff involved in the visit and the feedback given to the appropriate board or committee. The visit report should not identify staff members (other than the member of staff involved with the visit) or pupils.