**Ralph Thoresby - Governors’ Visits to School**

Governors are an important part of the school team and Ralph Thoresby staff are keen to welcome them into the school. Visits provide an excellent way for Governors to get to know the school and gain an understanding of the work the school is doing and the impact of its initiatives.

**What is the purpose of a visit?**

The school may request Governors to be present at Open Evenings, Parents’ Evenings or Community events. These visits help raise awareness of the Governing Body with the parents and staff. Where possible Governors should make an effort to attend where requested.

The Chair will agree with each Governor at the beginning of the academic year the ‘Link’ for which they will be responsible, based on a Governors interests and experience. This ensures responsibilities for monitoring and evaluating the school are spread amongst the Governing Body. Governors may be assigned a curriculum area as a Link or a key theme within the School Improvement Plan (SIP). Governors will normally be expected to conduct a Link visit at least twice a year. Link visits may include visiting the school during the normal working day with a focus on meeting the Senior Team, Curriculum Heads, or joining learning walks.

**How do I arrange a visit?**

You should arrange your visit through your designated ‘Link’ member of staff and plan in advance to arrange a suitable time. If you have an area of interest you are not currently a Link for then you should contact the Headteacher who will help you to arrange a suitable visit. Always make sure the Headteacher is aware of any visit you are planning to make to the school and do your best to keep to the commitments you make to attend.

**How do I preparing for my visit?**

If you are planning to talk to your Link about achievement then try and get hold of the latest progress data before you go. Data on performance in the previous academic year can be found in the latest RAISE report published in the Autumn term.

Ensure you have re-read the School Improvement Plan (SIP) as this will help you decide on the questions you might wish to ask during your visit. A summary of the priorities for the SIP can be found in the Appendix of this guide. Where possible, share the question you have with your ‘Link’ ahead of the meeting so they can prepare answers to help you make the most of your visit.

Report to the main reception at school five minutes before your appointment time and book-in. Always wear the badge you are given when you are in school.

If you go into a classroom during your visit do not disturb the class. Unless you are invited by the teacher to speak to individual pupils, please act only as an observer and avoid appearing as if you are ‘inspecting’ a lesson by taking lots of notes. Remember you are not inspecting the school. Always thank staff on leaving a class and at the end of your visit.

**Reporting on your visit**

Your report does not need to be long, a template is attached, which can be completed at the time of the visit or submitted shortly afterwards. It is good practice to share your report with your Link before submitting it. Please send your completed form to the Chair of Governors.

Any concerns should be raised with the Headteacher or Chair before being mentioned to anybody else. Confidentiality should be respected at all times, in line with the code of conduct for Governors. Your report should not be judgemental about individual staff or pupils. The written report or verbal reports will be made available to the relevant Committee Chairs or the full governing body.

**Link Governor Visit Report**

|  |  |  |  |
| --- | --- | --- | --- |
| Staff Member Visited |  | Governor Name: |  |
| Link Area |  | Date of visit: |  |
| Purpose of visit: |  |  |  |
| Date report submitted to Chair: |  |  |  |

|  |
| --- |
| *Summary of visit activities: e.g. learning walk, staff meeting, open evening* |
|  |
| *Summary of information collected from the visit: e.g. target setting, progress of students (Pupil Premium and Non-pupil premium), attendance & behaviour policies, marking, quality of teaching (as judged by school), curriculum initiatives, community engagement* |
|  |
| *Actions for follow-up: items for sub-committee agendas, areas for discussion with Headteacher, personal actions to further support Link area* |
|  |

**If you have any concerns about anything you saw during the visit these should shared with the Headteacher before sending your report to the Chair.**

**Appendix 1: Schools Improvement Plan Priorities:**

|  |  |
| --- | --- |
| **KEY PRIORITY 1**  **Developing leadership and management capability to impact on the quality of teaching and achievement of students** | * **Teaching is outstanding and, together with a rich, relevant, broad and balance curriculum, contributes to outstanding learning and achievement, significant growth in pupil’s knowledge, and excellent attitudes to learning** * **Pupils and particular groups of pupils have excellent educational experiences at school and these ensure that they are very well equipped for the next stage of their education, training or employment** * **There is excellent practices that ensures that all pupils have high levels of literacy and mathematical knowledge, understanding and skills appropriate to their age** * **The schools practice consistently reflects the highest expectations of staff and the highest aspiration for pupils, including the most able, disabled pupils and those with special educational needs** * **Bets practice is spread effectively in a drive for continuous improvement** * **Other principal aspects of the school’s work are good or outstanding** * **The school’s thoughtful and wide-ranging promotion of pupil’s spiritual, moral, social and cultural development and their physical well-being enables them to thrive in a supportive, highly cohesive learning community.** |
| **KEY PRIORITY 2**  **Attendance, behaviour for learning and safety** |  |
| **KEY PRIORITY 3**  **Quality of teaching** |  |
| **KEY PRIORITY 4**  **Achievement of students** |  |

**Ralph Thoresby School**

Record of Governor’s Visit to School

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  |  |  |
| Date: |  | Term | Autumn  Spring  Summer |
| Visit to: |  |  |  |
| Purpose of visit:  *(including links to school improvement plan)* |  |  |  |
| Activities seen: |  |  |  |
| Comments: |  |  |  |

Signed ………………………………….

Governor Role ……………………………. (e.g.Parent/CP Governor/Resources etc)