

HEVINGHAM PRIMARY SCHOOL

GOVERNOR MONITORING AND EVALUATION POLICY

Introduction

The governing board has a duty to oversee the direction and policies of the school, to monitor standards and be held to account for the conduct and performance. Visiting the school is the best way to learn how it functions, and to keep under review how it operates so that you can increase the governing board's first-hand knowledge, informing strategic decision making.

Visits should generally relate to the priorities determined by the School Improvement Development Plan and the schools' vision; confident and healthy individuals, successful learners, responsible citizens. The governing board should plan visits to cover a wide range of school work and each visit should be agreed and have a clear purpose. Governors should arrange their visits through the Head teacher who has the responsibility of the day-to-day management of the school.

Purposes of visit

Potential benefits to governors:

- To monitor policies in action
- To assist governors in making informed decisions
- To find out what resources are needed and prioritise them
- To recognise and celebrate success
- To develop relationships with the staff
- To get to know the children
- To recognise different teaching styles
- To understand the environment in which teachers teach

To teachers:

- To ensure governors understand the reality of the classroom
- To get to know governors
- To understand better the governors' roles and responsibilities
- To have an opportunity to reflect on practice through discussion
- To highlight the need for particular resources

What a visit is not about

- A form of inspection to make judgements about professional expertise of the teacher
- Checking on progress of own children
- Pursuing personal agenda
- Monopolising school/teacher time

Additional guidance for visits

Please refer to: Educator Solutions Governance toolkit which can be found on Governorhub.

How to feed back after the visit

Consider:

- Governors should feed back to the Class teacher or Subject Leader where appropriate in the first instance and then also to the Head teacher. This should be in writing on the agreed pro-forma. Once seen by the Headteacher and comments added, a copy made available on the Governor hub. The pro-formas are available from Governor hub in the Governor monitoring section.

Annual programme of visits

A programme of visits will be planned and agreed by the Full Governing Body when meeting dates are set at the beginning of the year. There will be a fortnight each term prior to the FGB meetings which will be agreed in September.

The programme will include termly meetings in connection with finance, SEND/Equalities/LAC, Safeguarding and attendance. There will also be the need to ensure annual reports are completed as required.

There should be termly subject specific governor meetings with Subject Leaders for: English, Maths, Science, Computing, and yearly meetings for all foundation subjects. Governors are also encouraged to visit the school at other times to view work taking places in classes. As well as *informal visits* (see later)

Monitoring and review of school visit policy

This policy should be monitored and reviewed annually:

- Are our visits achieving the potential benefits we identified?
- Have there been any unexpected benefits?
- How can we make our practice even better?

Informal Visits

Visits may also take place in an informal capacity. It is vital that everyone is clear about the capacity in which they are visiting and not to confuse the role.

- The chair making a regular visit to see the head teacher
- To lend a helping hand with a school event
- To get information from the office relating to a committee meeting
- To help in a class
- To speak to a teacher in relation to your own child
- Attend a school function or educational visit