



*St. Saviour's Church, Coalpit Heath.*

## ***The Manor C of E Primary School***

### **Policy: Governors' Visits**

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**Approved:** \_\_\_\_\_ Headteacher  
\_\_\_\_\_ Chair of Governors

# Policy for Governors' Visits

## 1. Rationale

To carry out their roles effectively, School Governors need to feel that, as stakeholders, they are full members of the School Community who should be well informed about the school.

## 2. Aims

- To achieve effective School/Governor partnerships, with clear evidence of goodwill
- To demonstrate to school staff that the Governors are committed to the success of the school and are genuinely interested in what the staff and children are doing
- To demonstrate to the Governors that staff value and welcome their contribution
- To facilitate a full understanding by Governors of the aims of the school and how the Staff seek to fulfil those aims
- To help Governors to get to know the staff and the pupils

## 3. Guidelines

- Governors are partners, not inspectors, and visits should be enjoyable for all concerned.
- Governors' visits should reflect their responsibilities as Governors and not go beyond this.
- All visits should be by appointment with the Headteacher and, where relevant, with the class teacher and/or support staff.
- Appointments should be kept punctually and cancelled only in exceptional circumstances and Governors should inform the School Office when they arrive and leave.
- Governors' should sign the Governors' Visits file and wear a badge when on site.
- Where a visit involves observation, the teacher should make the Governor feel welcome and encouraged to interact with the children as far as is appropriate.
- Visits should have a clear, agreed objective.
- Visits should not disrupt the work of the school, staff or children and should not place any undue burden upon them.
- At the end of the visit, the Governor should complete a Governor Visit Report Sheet which should be left in the office to be filed.

## 4. Useful information

- Toilets are located in the corridor opposite the Office.
- First Aid Equipment is kept in the Disabled Toilet.
- If the Fire Alarm sounds, the School assembles in the playground as per the Red Fire Action notices around the School.