



'Growing, loving and learning in the arms of Mary'

Governor Monitoring Policy



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Ratified by governors

There are two types of visits, formal and informal visits.

Formal Visits

The purpose of a formal visit is to:

- Know and implement the Bishop's policies on education including religious education
- Understand and promote the distinctive nature of Catholic Education
- Act for the good of Catholic Education as a whole within the Diocese.
- Secure the long term future of Catholic Education.
- Ensure that the religious character of the school is preserved.
- Ensure that the religious education is in accordance with the Bishop's policy for the Diocese, and fulfills the requirements of the Bishops' Conference.
- To fulfill the governing body's legal duty "to conduct the school with a view to promoting high standards of educational achievement".
- To develop a governor's understanding of the schools strengths and areas for development.
- To support the school's work.
- To contribute to the governors monitoring role.
- To enable individual governors to ask informed and challenging questions at meetings.
- To help governors understand the teaching and learning process.
- To see policies in action.
- To give governors an enhanced sense of identity with their school.

Governors should note:

- There should be a clear annual timetable for formal monitoring visits involving all linked governors.
- Formal visits should have clear focus, ideally linked to the School Improvement Plan. Most governors have limited time; therefore, time spent on visits should add value and have an agreed timescale.
- Governors visit as lay people, not inspectors. Remember a visit only ever provides a snap shot of whatever goes on and does not always present a balanced picture. Queries can always be clarified following the visit, with the Headteacher or member of staff.
- Ideally governors should consider a variety of types of visits with some focused on the classroom but others might include, for example, the playground, health and safety, parent consultation meetings, sampling work, attending an assembly etc. Whatever the focus it is important that the visit links with the school development plan.
- Governors do not undertake visits to judge the quality of teaching and learning. Governors are provided with this information from specialists such as the Headteacher and LA consultants.

Governors

Reports

Written reports should be provided as a record of all visits and copies circulated to the Headteacher and governors with a further copy held in school as evidence of governing monitoring. A simple proforma is attached. Individuals should not be named.

Visit Protocol

Before

- Negotiate a mutually convenient time with the Head teacher.
- Agree the level of participation of the governor during the visit.
- Ensure governors receive supporting information.

During

- Be punctual.
- Don't lose sight of the purpose of the visit.
- Be courteous, friendly, and not critical.
- Listen, don't talk too much.
- Observe discreetly, take minimal notes.
- Ask questions sparingly during the visit so not to distract the teacher/class.
- Get involved in activities if invited.
- Never comment to the teacher concerned on the conduct of the lesson or individual pupils.
- Thank staff and pupils at the end of the visit.

After

- Discuss observations with the Headteacher or other appropriate staff.
- Draft a short written report.
- Never make judgements of teachers or pupils.
- Show the draft report to the Headteacher before distribution to governors.
- Discuss any other issues with the chair.
- Reflect on how well the visit went to help improve your practice.

Informal Visits

Governors on informal visits attend in a more personal capacity but always with the knowledge and approval of the Headteacher. Such visits add value to governor's individual knowledge and understanding of the school and can strengthen relationships and foster trust and respect between staff and governors. Informal visits could include attending a play or concert, sports day, helping on trips or helping at the school fair. These visits are not an alternative to formal visits but do compliment them.

St Mary's RC Primary School Governor's Monitoring Record

NAME	DATE
Purpose of visit	
Links with the school improvement plan <u>Leadership & Management</u> To ensure sustainability in the leadership of St Mary's by: <ul style="list-style-type: none">• Developing the role of leaders in school to enable them to have an accurate understanding of SSE and SIP.• Further develop the monitoring and evaluation role of leaders and managers including governors.	
Observations and comments by the governor (e.g. what you saw; what you learned; what you would like clarified; how long the visit lasted)	
Any key issues arising for the governing body (e.g. the way resources are allocated; the way the school communicates; progress in implementing a key policy)	
Action following governing body meeting (Record any action agreed any the governing body with regard to this visit)	