



Governor Visits Policy

Dishforth Airfield Primary School

Governor Visits Policy

Policy Owner: Governing Body

Approved by: Governing Body

Date Approved: September 2026

Review Date: September 2027

1. Introduction

The Governing Body of **Dishforth Airfield Primary School** recognises the importance of governors visiting the school as part of their strategic role. Visits provide governors with first-hand knowledge of the school's work, helping them to understand how policies are implemented, celebrate successes, monitor priorities identified within the School Improvement Plan, and strengthen relationships across the school community.

Governor visits are not inspections and are distinct from the professional responsibilities of school leaders and staff.

2. Purpose

The purpose of governor visits is to:

- Develop governors' understanding of the school's strengths, priorities and challenges.
- Monitor progress against the School Improvement Plan.
- Enable governors to fulfil their statutory responsibilities.
- Observe the impact of governing body decisions.
- Strengthen relationships between governors, staff and pupils.
- Increase governors' knowledge to support effective strategic decision-making.
- Celebrate the achievements of pupils and staff.

Governor visits are undertaken to gather information, not to make judgements about individual members of staff.

3. Principles

Governor visits should:

- Have a clear strategic purpose.
- Be planned and agreed in advance.
- Respect the professional role of school staff.
- Cause minimal disruption to teaching and learning.
- Be conducted with professionalism and confidentiality.
- Focus on school improvement priorities rather than operational matters.

Governors must remember that responsibility for the day-to-day management of the school rests with the Headteacher and senior leadership team.

4. Types of Visits

Visits may include:

- Monitoring priorities within the School Improvement Plan.
- Subject or curriculum link governor visits.
- Safeguarding monitoring.
- Health and safety visits.
- SEND monitoring.
- Pupil Premium monitoring.
- Sports Premium monitoring.
- Behaviour and attendance monitoring.
- Early Years provision.
- Educational visits and school events by invitation.
- Assemblies, performances and celebrations.

Governors may also attend school functions in a community capacity.

5. Arranging Visits

Visits should normally:

- Be agreed with the Headteacher in advance.
- Have a clear purpose and agreed focus.
- Be arranged at a mutually convenient time.
- Be recorded within the school's governor visit schedule where appropriate.

The Headteacher may suggest changes to timings where necessary to minimise disruption.

Unannounced monitoring visits should not take place except where there is a statutory or safeguarding requirement agreed by the Governing Body.

6. During the Visit

Governors should:

- Sign in at reception.
- Wear a visitor badge at all times.
- Follow safeguarding and health and safety procedures.
- Respect confidentiality.
- Observe learning without interrupting teaching.
- Engage positively with staff and pupils where appropriate.
- Ask questions that improve understanding rather than evaluate performance.
- Follow school protocols regarding mobile phones, photography and confidentiality.

Governors should avoid making judgements about:

- Teaching quality.
- Individual staff performance.
- Individual pupils.
- Classroom management decisions.

These responsibilities belong to school leaders.

7. Classroom Visits

Where classroom visits form part of the agreed purpose:

Governors should:

- Enter quietly.
- Observe agreed aspects of learning.
- Speak with pupils only where this has been agreed with the teacher.
- Avoid interrupting lessons.
- Remain for the agreed length of time.

Governors should not:

- Give feedback to teachers on teaching quality.
- Compare one class or teacher with another.
- Intervene in lessons.

Any questions arising should be discussed later with the Headteacher or appropriate senior leader.

8. Speaking with Pupils

Governors may speak with pupils where appropriate and agreed beforehand.

Questions should focus on areas such as:

- Enjoyment of learning.
- School life.
- Curriculum experiences.
- Behaviour and safety.
- Extra-curricular opportunities.

Governors should never question pupils about individual members of staff or confidential matters.

9. Confidentiality

Governors are bound by the Governing Body's Code of Conduct and confidentiality requirements.

Information gained during visits must:

- Be treated confidentially.
- Not be discussed outside the governing body unless authorised.
- Be reported objectively.
- Respect the privacy of staff and pupils.

Any safeguarding concern must be reported immediately to the Designated Safeguarding Lead (Headteacher) in accordance with safeguarding procedures.

10. Reporting Back

Following a monitoring visit, governors should complete a Governor Visit Report within a reasonable timescale.

The report should include:

- Date of visit.

- Purpose of the visit.
- Staff involved.
- Activities undertaken.
- Key findings.
- Evidence of progress against agreed priorities.
- Questions arising.
- Any recommendations for further monitoring.

Reports should:

- Be factual.
 - Avoid personal opinions.
 - Avoid identifying individual pupils or staff.
 - Be shared with the Headteacher before circulation where appropriate.
 - Be presented to the relevant governing body committee or full governing body.
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11. Roles and Responsibilities

The Governing Body will:

- Approve this policy.
- Ensure visits support strategic governance.
- Monitor the effectiveness of governor visits.

The Headteacher will:

- Facilitate appropriate visits.
- Agree visit purposes.
- Ensure visits minimise disruption.
- Support governors in understanding school practice.

Governors will:

- Prepare for visits.
 - Maintain confidentiality.
 - Follow school procedures.
 - Report objectively.
 - Respect professional boundaries.
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12. Safeguarding

All governors should:

- Receive safeguarding training appropriate to their role.
- Be familiar with Keeping Children Safe in Education (KCSIE).
- Follow all visitor procedures.
- Report safeguarding concerns immediately.

Governors must never investigate safeguarding concerns themselves.

13. Equality

Governor visits will be undertaken in accordance with the school's Equality Policy.

Governors will ensure that all monitoring activities consider the experiences and outcomes of pupils with protected characteristics and those who may be disadvantaged.

14. Health and Safety

During visits, governors must:

- Follow all health and safety procedures.
 - Comply with fire evacuation arrangements.
 - Wear any required protective equipment.
 - Report hazards immediately.
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15. Monitoring and Review

The Governing Body will review this policy every three years, or sooner if legislation, statutory guidance or local governance arrangements change.

Appendix A – Governor Visit Record Template

Governor Name: _____

Date of Visit: _____

Purpose of Visit:

Linked School Development Priority:

Activities Undertaken:

Evidence Observed:

Key Findings:

Questions for Further Consideration:

Actions or Next Steps:

Governor Signature: _____

Headteacher Acknowledgement: _____