



# ST MARY'S CATHOLIC PRIMARY SCHOOL

## Governor's Visits Policy [Jan 2020]

This policy provides a rationale and framework for visits to the school by governors. It should be read in conjunction with our Mission Statement and our Learning and Teaching Policy.

By following this policy you can be confident that your governor visit will be seen as helpful to the school and Governing Body, and that you will not stray onto the professional territory of the Headteacher, inspectors or advisers. A visits programme will be put in place by the whole Governing Body and the focus of the visit will be linked to key areas of the SDP.

### Before the visit

- Contact the relevant member(s) of staff to agree the focus, date of the visit and what you need to do before the visit. This can be done via email, telephone call to the school office or in person.
- Make your preparations (e.g. reading all essential documents, preparing questions).

### During the visit

- Be courteous at all times.
- Concentrate on the focus of the visit – try not to be side tracked.
- If visiting a lesson:
  - be discreet,
  - make notes only if you will need them for the report,
  - get involved with activities and talk to the children, but do not intervene when the teacher is talking directly to the whole group of children,
  - never comment on the conduct of the lesson or individual pupils,
  - be factual rather than expressing opinion
- Thank staff and pupils for their help.

### After the visit

- Discuss what you have seen with the Headteacher and relevant member(s) of staff.
- For a formal visit, draft a prompt, succinct report relevant to the visit, using the attached form (which is available electronically).
- In your report **never** include any comments on teachers or the individual children.
- Show your report (within a week of the visit) to the Headteacher so they can check its accuracy and advise you on any potential sensitivities before sharing it with members of staff.
- Provide feedback at the next governors meeting.
- If any issue remains unresolved, discuss them with the Chair of Governors.

### Confidentiality

Please remember everything you have seen and discussed on the visit is confidential. Occasionally in school you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. If a child discloses information of a sensitive nature please inform the class teacher. Any information that leads you to believe a child is at risk should be immediately reported to the Headteacher (Designated Safeguarding Lead) or Deputy Designated Safeguarding Leads (the safeguarding contacts list is displayed in different areas of the school and can be sourced from the school office).

Sometimes children who are suffering abuse choose a trusted adult to tell. If a child chooses to make a disclosure to you in school, you should:

- Listen, allowing the child to recall freely.
- Reassure the child that they are believed.
- Make notes as soon as possible recording factually and as accurately as possible the exact words used by the child.
- Be clear with the child that you cannot promise to keep secrets and the information will have to be passed on and that there are people who will be able to help.
- Refer to a member of the Designated Safeguarding Team who will decide how the information should be treated.

**DO NOT ASK THE CHILD QUESTIONS:** *This is the role of specially trained social workers and police officers. Others posing questions to the child could contaminate potential evidence of a crime and thereby compromise the protection of the child.*

If you have any concerns relating to professional practice of a member of staff please speak to the Headteacher or if the concern is about the Headteacher, speak to the Chair of Governors.



# St Mary's Catholic Primary School Governor Visit Form

## St Mary's Catholic Primary School Key Priorities 2019-20



Children will know how to keep themselves **HAPPY, HEALTHY AND SAFE.**



Teachers will embed the **PLAN, TEACH, ASSESS, EVALUATE** cycle in all subject areas to ensure children continue to make progress in their learning from their own starting point.

Children will aim to achieve **AGE RELATED EXPECTATIONS OR BETTER** in reading, writing, maths, science & RE.



Governors will develop and extend **CATHOLIC LEADERSHIP** within the school.



The whole school community will maintain and develop the **CATHOLIC LIFE** of the school.



*Pray ~ Learn ~ Love ~ Enjoy*

## St Mary's Catholic Primary School Additional Priorities 2019-20

### SUBJECT LEADERSHIP

Subject leaders know their subject areas, understand what needs to be done to develop them and are proactive in doing so.



### CURRICULUM

There is a clear vision for the St Mary's curriculum as a whole and for all individual subject areas. The visions are shared and owned by all.



**EXCELLENCE IS NOT A SKILL, IT IS AN ATTITUDE.**

•••• Ralph Marston ••••

### OUR SCHOOL

High expectations of the presentation of the school environment and the learning that takes place within it are clearly evident.



### IMPACT

There is evidence, in all areas of school life, of the impact of the work carried out to make progress and improvements.



*Pray ~ Learn ~ Love ~ Enjoy*

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<b>Date:</b>	<b>Time:</b>
<b>Name/Role:</b>	<b>Length of Visit:</b>
<b>What is the purpose of the visit?</b>	
<b>Comments/Summary:</b>	
<b>Questions:</b>	
<b>Actions:</b>	
<b>Did you see evidence of any of the school priorities being addressed during your visit?</b>	
<b>What impact do you think your visit will have on the children, staff or community of St Mary's School?</b>	