



### Local Governing Board School Visits Policy

**Date:** Reviewed July 2023, July 2025

**Review date:** July 2026

#### Contents

Introduction	Page 1
Governor Commitment	Page 1
Curriculum Visit Guidelines	Page 1
A visit by a member of the Governing Board is not	Page 2
The visit can take the form of	Page 2
What to do during the visit	Page 2
School Visit Record Form	Page 3

#### Introduction

The King's Group Academies (KGA) Local Governing Boards (LGB) are the 'eyes and ears of the Trust and work within the Trust Scheme of Delegation.

The Governing Board are responsible for working with the school to:

- Provide evidence of success and to celebrate it
- Identify priorities for the future
- Monitor the implementation of the school development/improvement plan

The purpose of this guidance is to suggest how a visit could be conducted in a way that allows local governors and staff to gain the most from the visit. Visits should have a clear purpose and can be used to:

- Observe
- Evaluate resources and environment
- Gather information
- Become known by the staff and demonstrate commitment
- Monitor the work of the school

#### Governor Commitment

Governors should make at least one curriculum visit per school year.

Some areas/activities which could be considered to include:

- An area of the School Improvement Plan / Ofsted action
- An extra curricula activity – eg. choir, football practice
- Musical and sporting events
- School council
- School meals / breakfast club

#### Curriculum Visit guidelines:

- The LGB will have agreed a programme and focus of visits for the academic year aligned to the school improvement plan priorities
- Arrange a date, time and duration of the visit with the Head teacher who will inform staff of a school visit by governors
- The Governor visitor will observe any class guidelines or rules

- A brief outline of comments/discussions will be recorded by the Governor and discussed with the Principal. Comments should be positive or practically constructive
- The proforma attached will be used to provide a record of the visit and considered by the LGB.

**A visit by a member of the Governing Board is not:**

- A form of inspection in terms of making judgements about professional expertise of the teacher
- Making judgements about the quality of teaching
- Checking on the progress of own children
- Pursing personal agendas
- Monopolising teachers' time
- Arriving with inflexible preconceived ideas

**The visit can take the form of:**

- Meeting with staff
- Pupil interview
- Looking at pupil's work
- Meeting with selected staff groups

**What to do during the visit:**

- Do what has been agreed by the LGB
- Keep an open mind, be flexible
- Make sure you arrive on time
- On arrival remember to follow the school's security procedures and wear ID
- Remember that you are there to learn
- Avoid getting drawn into any discussion on personal or general staff grievance

## SCHOOL VISIT RECORD



King's Group  
Academies

### Good Governance reminders:

- Agree date of visit with Head Teacher
- Minimise disruption to school
- If meeting key personnel give time to prepare for meeting

**Name of Governor:**

**Date of visit:**

### Purpose of visit

(Previously agreed by the Local Governing Board (LGB) and arranged with the Head Teacher)

### Links with School Improvement Plan / Ofsted Action

(How does the visit relate to a priority in the School Improvement Plan?)

### Structure / Timetable of Visit:

### Observations / evaluations / comments:

(What did you see? What did you learn? Is there anything you would like more information on?)

### Any key issues arising for the LGB?

(Eg. Allocation of resources, communications, policies etc?)

### Action following report back to LGB

Record any action agreed by the Governing Board with regard to this visit in the minutes with actions as appropriate.

Signed .....Governor

Date.....

.....Principal

Date.....