

# Hertfordshire County Council

Children, Schools and Families

Goldfield Infants' &  
Nursery School



## Governor Monitoring and Visits Policy

<b>Committee</b>	<b>Learning Matters</b>
<b>Next Review</b>	<b>Autumn 2021</b>
<b>Duration</b>	<b>3 years</b>
<b>Approved FGB</b>	<b>Autumn 2018</b>



## **Purpose**

The purpose of this policy is to provide a framework for governors to make focused visits to the school, so that they can build an effective working relationship with the staff and have a better understanding of the context in which they work. Governors will observe policies and plans being implemented on a day-to-day basis, and their findings should help the whole governing body and its committees make well-informed judgments about the progress being made towards the priorities and targets in the school improvement plan. This process will enable the governing body to recognise and celebrate the efforts and successes of pupils and staff and to identify further areas for development.

Visits are not about making judgments on the quality of teaching; that is the head teacher's responsibility. Nor are they about checking on the progress of individual children or pursuing personal agendas.

There are two kinds of governor visits – **formal** and **informal**.

## **Informal visits**

Governors on informal visits attend in a more personal capacity, much as a parent might do, but always with the knowledge and approval of the head teacher. Such visits add to individual governor's knowledge and understanding of the school and can strengthen relationships and foster trust and respect between governors and staff. Informal visits can take many forms, for example, attending a play, concert or sports day; helping on school trips; listening to pupils reading aloud or simply running a stall at the school fair. On the whole informal visits are generally easier and less daunting than formal visits. Each Governor records brief, informative feedback regarding their visit in the monitoring book (on display in the school office) as they sign out. **Informal visits should complement but not be instead of formal visits.**

## **Formal visits**

The governing body will, with the help of the Headteacher and staff, organise a schedule of visits throughout the year, by "**Governor Champions**" (*Annex 4*). The schedule for the current year can be found at the end of the policy (*Annex 3*), with the overview for twice termly meetings (*Annex 5*). These Governor Champions are aligned to areas of action identified in the School Strategic Plan. The aim will be to achieve a minimum of one visit per champion per year. Governors visit in a supportive, non judgemental manner to gather information and gain first hand experience of issues and activities that form the actions within the School Strategic Plan. The Champions will then feedback their findings at the following Full Governing Body (FGB) meeting. Governors are aware of the need to monitor the following (not an exhaustive list):

- Standards and attainments in teaching and learning
- Behaviour, discipline and the code of conduct
- Equal opportunities and accessibility
- Safeguarding – including Prevent

Committee members will work together to establish their priority for the monitoring visit that year. Overall areas of responsibility are laid out in Terms of Reference. Governors are also given a pack with guidelines and feedback forms (*see Annex 1 and 1a*) to help them consider the impact of their visits.

Governors' school visits will not be confined to the classroom. Governors consider a series of different types of visits, some of which are focused on the classroom but others might include, for example, the playground, the school environment, health and safety, parents'/carers' consultation evenings, meetings with senior staff;

shadowing staff and/or pupils; looking at a sample of pupils' work (more able, average, less able) in a particular subject area; attending a school assembly; reporting on the school's extra-curricular activities, joining staff in the scrutiny of pupils' workbooks.

Individual governors or pairs of governors will, with the guidance of the whole governing body, identify an aspect of the school's work to focus on. This will enable individual governors to deepen their understanding by focusing on areas where they have an interest or expertise. The aim will be for them to explore an aspect of the school in some detail, increasing their confidence and knowledge. In turn this will help to maximise the effectiveness of the governing body team and to enrich discussions about the school's performance.

When organising and conducting a visit, governors will confirm with the head teacher the date, timing and focus of each visit at least one week in advance. This will include agreeing what will be observed and to whom it would be useful to talk. If time permits they will discuss the proposed agenda with any staff involved. They will prepare by reading relevant documentation/guidance.

While observing teachers and children Governors are asked not to make lots of notes of what they see but instead to join in with activities taking the opportunity to talk to staff and children.

At the end of each visit, governors will discuss what they have observed with the teacher and clarify any points they are uncertain about. They will discuss their observations with the head teacher and agree how and when they will report to the governing body [See Annex 1 and 1a].

Teachers and support staff will make practical suggestions on the focus for governors' visits so as to ensure that they are productive and enjoyable for all concerned. This will include specifying the evidence that could be shared with governors.

[See Annex 2] Whenever practical they will invite their link/curriculum governors to relevant staff meetings and training sessions.

### **Monitoring and Evaluation (Annex 3 and 5)**

Learning Matters and Resource Matters Committees have a sub group each. There is a Core Membership of governors who attend these sub groups and this is decided at the first full governing body meeting in the Autumn term. However, all governors receive the agenda and papers and are free to attend any meeting they are able or which is of particular interest.

The sub groups are:

- The Health and Safety Monitoring Review Group, meets three times a year in the first half term and reports back to Resource Matters (see Annex 7)
- The Policy Review Group, meets three times a year in the second half term and reports back to Learning Matters (see Annex 6)

Resource Matters and Learning Matters committees will feedback to the full governing body what monitoring has taken place and evaluate the impact against the School Strategic Plan. Staff and staff governors will be asked to identify what worked well and what if anything needs to be reconsidered.



Annex 1  
**Goldfield governor visit record form**

<b>Name</b>	<b>Date</b>
<b>Purpose of visit (previously agreed with head teacher/teacher)</b>	
<b>Links with School Strategic Plan</b>	
<b>Observations and comments by the governor</b>	
<b>Any key issues arising for the governing body</b>	
<b>Action following governing body meeting</b>	



Annex 1a

### Goldfield Infants' and Nursery School

<b>Governing Body Champion Visit/Meeting Record</b>	
<b>Date:</b> <b>Subject:</b>	<b>Met with:</b>
<b>Objective:</b>	
<b>Discussion:</b>	
<b>Actions:</b>	
<b>Impact:</b>	



## Annex 2

### **Some things to observe when visiting a classroom (Remember governors are not there to judge.)**

- Relationships between staff and pupils
- Relationships between pupils
- Pupils engagement in lessons and activities
- How are the values within BLP reflected in teaching and learning?
- Variety of teaching styles
- Availability and role of Extended Learning staff
- Behaviour and attitude of pupils – are they attentive, motivated, listening, questioning, responding?
- Enjoyment and enthusiasm of both staff and pupils
- How are the children grouped?
- How different abilities are catered for
- Children's work
- Displays/use of the environment
- Ethos - the atmosphere and values that are evident (Are high expectations, encouragement, praise, equality of opportunity apparent?)
- Use of space and working conditions
- Quality and quantity of equipment and resources



**School Strategic Planning**  
Governing Body Committee Monitoring Actions

Committee	Area for Development	Monitoring	
<b>Learning Matters</b>	School Strategic Plan – monitoring and review	Termly	
	Equality (including British Values Statement and PREVENT) monitoring of objectives, policy and training	Autumn	
	Nursery Admissions	Summer/Autumn	
	Performance Appraisal/CPD	Autumn (teaching team) Spring (Extended Learning Team)	
	EYFS – curriculum, admission arrangements, assessment	Summer	
	Attendance	Termly	
	Policy Review – feedback from the Policy Review Group	Termly (see Policy & Monitoring Schedule)	
	Monitoring staff well-being	On-going	
	Subject Leadership	Spring	
	Child Protection/CAF/Safeguarding (safer recruitment)/CRB	Autumn (and on-going)	
	SEF	Spring	
	Pupil progress including SEND, PPG (disadvantaged children, FSM and vulnerable groups)	Termly	
	Subject monitoring including outdoor environmental learning	Spring/Summer	
	ICT – e-safety, resource development	Autumn	
	Standards and achievement – monitoring including target setting, evaluating NCT results, use of Assessment Manager 7	Termly	
Curriculum innovation – evaluating enhancement projects such as My Money, TLC, Recycle/Science Weeks ,	Termly		
	<b>POLICY REVIEW GROUP</b> (see termly policy schedule below)	Termly	
<b>Resource Matters</b>	Asset management – condition survey, roof/window/playground maintenance, program for redecoration	Autumn/Spring	
	Security	Autumn	
	Actions from the H&S Audit and Governors termly inspections	Termly	
	Policy/Risk Assessment Review	Termly	
	Building/ maintenance projects	Termly	
	School Financial Value Standard	Spring (submission)	
	Pupil Premium/Sports Premium statements for website	Summer	
	Budget monitoring (Statement of internal control and Best Value statement – spring)	Termly Budget setting Spring	
	Scheme of financial delegation/terms of reference - review	Autumn	
	Annual Financial Report for the website	Spring	
	Commissioning and Procurement	Termly	
	Medium term financial planning/Audit Fund Account	Summer	
	Monitoring capital projects	Termly	
		<b>HEALTH AND SAFETY MONITORING GROUP</b>	Termly

**All Governors have a specific monitoring role as set out in the 'Monitoring and Visits Policy'.  
Governors act as 'Champions' for key action areas of the School Strategic Plan**



Annex 4

**GOLDFIELD INFANTS' & NURSERY SCHOOL**  
**CHAMPIONS**

**Curriculum Focus (ie time & place/science & technology) :**

**PSHE:**

**Outstanding Teaching & Learning:**

**Curriculum:**

**English:**

**Assessment:**

**Computing and ESafety:**

**EYFS:**

**BLP:**

**Resources/Buildings:**

**Pupil and Sports Premium:**

**SEN/Equalities:**

**Health and Safety:**

**Safeguarding/Children Looked After:**





## Governors' Monitoring and Policy Review Schedule

DATE OF MEETING	AUTUMN	SPRING	SUMMER
<b>Termly Monitoring Activities</b> (also see Committee Monitoring Actions)	<ul style="list-style-type: none"> <li>➡ Election of Chair and Vice Chair</li> <li>➡ Review of Champions and committee membership</li> <li>➡ Annual Safeguarding Report</li> <li>➡ RAISE on-line summary</li> <li>➡ Pupil progress and attainment</li> <li>➡ Equality (including British Values Statement and PREVENT) - monitoring of objectives, policy and training</li> <li>➡ Attendance update</li> <li>➡ SATs results and school performance</li> <li>➡ Visit/impact feedback from Champions</li> <li>➡ Health and Safety Inspection</li> <li>➡ Finance update</li> <li>➡ Personnel update</li> </ul>	<ul style="list-style-type: none"> <li>➡ Monitoring SSP actions</li> <li>➡ SEF</li> <li>➡ Pupil progress and attainment</li> <li>➡ Attendance update</li> <li>➡ Health and safety (including review of policies)</li> <li>➡ Visit/impact feedback from Champions</li> <li>➡ Finance update – including Budget feedback</li> <li>➡ In-house training event</li> <li>➡ SFVS working party</li> <li>➡ Finance, Pupil Premium and Sports Premium Reports for the website</li> <li>➡ Health and Safety Inspection</li> </ul>	<ul style="list-style-type: none"> <li>➡ Evaluation of SSP actions</li> <li>➡ Overview of new SSP actions for next academic year</li> <li>➡ Governing Body review of impact for parents (newsletter)</li> <li>➡ Pupil progress and attainment</li> <li>➡ Attendance update</li> <li>➡ Visit/impact feedback from Champions</li> <li>➡ Ofsted Dashboard</li> <li>➡ Finance update</li> <li>➡ Year 2 teaching team presentation of end of KS1 data analysis</li> <li>➡ Health and Safety Inspection</li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>Admissions – Nursery and Primary</li> <li>Annual report to FGB on safeguarding children Assessment</li> <li>Behaviour and discipline</li> <li>Code conduct/ Employees &amp; Governors Complaints</li> <li>Curriculum</li> <li>Drop Off &amp; Collection Child Successfully (inc procedure for non-collection of child)</li> <li>Equality policy and Objectives</li> <li>Governor Monitoring and Visits</li> <li>Health &amp; Safety (<i>inc Education Visits</i>)</li> <li>Marking and feedback</li> <li>Performance Appraisal for Teachers and Support Staff</li> <li>Performance Related Increments (PRI) for schools Support Staff</li> <li>PPA and non-contact</li> <li>Privacy and Cookie</li> <li>Privacy Notice (Data Protection)</li> <li>PREVENT Statement</li> <li>Restrictive Physical Intervention</li> <li>Safer recruitment</li> <li>SEN, G&amp;T and Inclusion</li> <li>SEND Offer</li> <li>Subject Leadership</li> <li>Teaching and learning</li> <li>Visitors to School</li> <li>Work life balance (Wellbeing)</li> </ul>	<ul style="list-style-type: none"> <li>Accessibility</li> <li>Accessibility Plan</li> <li>Calculation</li> <li>Capability</li> <li>Charging and refund</li> <li>Children Looked After/In Care</li> <li>Child Protection</li> <li>Community Cohesion</li> <li>Collective Worship</li> <li>Expenses</li> <li>Grievance procedure</li> <li>Harassment and bullying</li> <li>H&amp;S Supporting Pupils with Medical Conditions</li> <li>Home School Agreement</li> <li>Hospitality</li> <li>Pay</li> <li>Early Years</li> <li>Outside play and for the Early Years</li> <li>Intimate Care</li> </ul>	<ul style="list-style-type: none"> <li>Attendance</li> <li>Local Authority Policy School Attendance</li> <li>Anti-Bullying</li> <li>Debt recovery</li> <li>Disciplinary procedures</li> <li>Filing personal records in schools</li> <li>Governor allowances</li> <li>Health and attendance</li> <li>Healthy Lunchbox Guidance</li> <li>Leave of Absence</li> <li>Lettings</li> <li>Lost child</li> <li>Publication Scheme (Freedom Information Act</li> <li>E safety and data security</li> <li>Social Media</li> <li>Target setting (See Assessment)</li> <li>Whistle blowing</li> <li>PSHE and Citizenship</li> <li>Sex and Relationships</li> </ul>



## Goldfield Infants' and Nursery School



### Policy Review Group

(Learning Matters Committee)

All Governors are invited to attend – please inform the school office if you are unable to attend the next meeting below

Core Membership:

Debbie Stevens, Paul Elley, Rebecca Jones, Alison Pierpoint

Date of Meeting : (DATE AND TIME)		
Present : .....		
Apologies : .....		
Policy to Review (copies attached)	Review Date	Actions (ie more action required at Resources or Learning Matters Committee; or forward to FGB for adoption)

*Date of next meeting : (DATE) at (time)*

## Goldfield Infants' and Nursery School



### Health and Safety Monitoring/Evaluation Review Group

(Resource Matters Committee)

Please inform the school office if you are unable to attend the next meeting below

Core Membership:

Debbie Stevens, Jane Blake, Chris Howard, Caroline Rolph, Jean Shaw, Alison Pierpoint,  
Maureen Hale (Site Manager)

<b>Date of Termly Meeting : (date and time)</b>		
<b>Present :</b> .....		
<b>Apologies :</b> .....		
<b>Item for Review</b>	<b>Next Review Date</b>	<b>Actions</b>
<b>Tenders</b>		
<b>Lettings</b>		
<b>Health and Safety Training</b>		
<b>Accidents</b>		
<b>Risk Assessments</b>		
<b>Fire Drills</b>		
<b>H&amp;S Issues</b>		
<b>Termly Audit Report (JB, AN, Site Manager)</b>		
<b>Any Other Business</b>		

***Date of next meeting : (DATE) at (time)***



## Goldfield Infants' and Nursery Timetable for Governor Meetings

	Autumn First half term	Autumn Second half term	Spring First half term	Spring Second half term	Summer First half term	Summer Second half term
<b>Full Governing Body</b>	Thursday 7.30 pm  date	Thursday 7.30 pm  date	Thursday 7.30 pm  date	Thursday 7.30 pm  date	Thursday 7.30 pm  date	Thursday 7.30 pm  date
<b>Resources Matters</b> <i>(Finance and Premises, H&amp;S)</i>	Wednesday 12.00 noon  date	Wednesday 12.00 noon  date	Wednesday 12.00 noon  date	Wednesday 12.00 noon  date	Wednesday 12.00 noon  date	Wednesday 12.00 noon  date
<b>Learning Matters</b> <i>(Curriculum &amp; School Self Evaluation and Staff &amp; Pupils)</i>	Wednesday 12.00 noon  date	Wednesday 12.00 noon  date	Wednesday 12.00 noon  date	Wednesday 12.00 noon  date	Wednesday 12.00 noon  date	Wednesday 12.00 noon  date
<b>Policy Review Group</b>		Wednesday 12.00 noon  date		Wednesday 12.00 noon  date		Wednesday 12.00 noon  date
<b>H&amp;S Monitoring Review Group</b>	Tuesday 12.00 noon  date		Tuesday 12.00 noon  date		Tuesday 12.00 noon  date	