



TIMU ACADEMY TRUST

Policy Document for: Director Visits

Approved by Trust Board: February 2016

Due for Review: February 2019

Rationale

Personal observations made on school visits are a major source of information. The experience involves teamwork, directed towards a common goal, founded upon good relationships with the professionals. There must be trust.

Visiting increases understanding and assists informed judgement; it can improve the quality of decision making.

Purpose

All visits need a clear purpose agreed by either the trust board, the local governing body, the Executive Principal or the School Principals before the visit takes place.

Purposes might include:

- knowing more about the work and organisation of the school
- keeping up to date with developments
- offering visible support
- implementation of the school improvement plan, or reviewing its success

Visiting is also a function of directors and governors as a whole. Governors are not inspectors or advisers; it is not their job to assess the professional competence of individual teachers.

Planning and undertaking school visits

Before

- Clarify the purpose of the visit. Is it linked to the School Improvement Plan ?
- Discuss the format of the visit with the executive principal or school principal well in advance. Make sure that the date chosen is suitable for the purpose identified.
- Try to prepare questions for staff in advance. The lead teacher or another governor/director may be able to guide you on this.
- Discuss if any supporting information is to be made available, e.g. Ofsted report; improvement plan; performance data.

During

- Be punctual, sign in at the reception and always inform the school principal of your presence in the school.
- Keep to the agreed timetable but be flexible.
- Get involved with the children if this has been agreed it would be appropriate.
- Remember it is a visit not an inspection.
- Don't distract the class teacher from his/her work but be prepared to talk and show interest.
- Be courteous; friendly not critical.
- Remember why you are there. Don't lose sight of the purpose of your visit.

After

- Discuss what you have observed with the lead teacher /principal before you leave the school. Use the opportunity to clarify any issues you are unclear about. Consider together whether it has been achieved.
- Be open, honest and positive.
- Make notes as soon as possible after your observation while it is still fresh in your mind.
- Discuss your observations with the school principal following the visit.
- Report on your visit in writing using the appropriate format (see appendices).
 - 1) Share this report with the school principal (**within 1 week of the visit**) so that any inaccuracies can be changed before it is submitted to the LGB or trust board
 - 2) Then share (**within 3 weeks of the visit**) with each local governing body. Remember this report will be the evidence that you are part of the strategic leadership of the trust and monitor the work of the school and its success towards meeting its stated objectives on its School Improvement Plan. The report must be discussed at the next LGB meeting.
 - 3) This report will also be circulated to the Trust Board.



Appendix 1

Governor General Visit Proforma

Name	
Date of Visit	
Focus of Visit	
Classes/staff visited	
Summary of activities e.g. observing classes, talking to staff and pupils, looking at resources, had lunch etc.	
Positive comments from the visit	
Aspects I would like clarified / questions I have to be raised at next meeting	
Any other comments	



Focus Area in School Plan :	
Source of evidence of progress	Comment and impact