2026-2027

Our Community Multi Academy Trust
CEO – David Whitehead

Governor Visits Policy

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The purpose of this policy

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Local Monitoring Councils are delegated by the Trust Board to monitor and provide support and challenge in relation to school performance, ethos, safeguarding, inclusion, curriculum, attendance, behaviour, health and safety and other delegated responsibilities. Governor visits are one method by which governors gather evidence to inform strategic monitoring and governance discussions. They do not form part of staff performance management or school inspection activities.

There must be an effective partnership between governors and staff, based on mutual understanding and trust, which benefits the whole School community. This policy will provide an agreed framework within which governors will carry out planned and effective School visits.

Visit Programme

Full link governor roles and associated role descriptions will be shared by the Trust Standards Executive at the beginning of each academic year. The roles and monitoring activities outlined below are not intended to be a complete list of Link Governor responsibilities but provide an overview of key monitoring expectations. Governors should refer to the full role descriptions for detailed responsibilities and expectations.

Governors will then agree a programme of monitoring activities with the Headteacher, which may include learning walks, curriculum visits, meetings with leaders, documentation reviews and other monitoring visits relevant to their area of responsibility.

The following visit programmes are suggested but if individual governors are able to visit more frequently, at the convenience of the Headteacher, SLT and staff, this would be welcomed.

Every governor should complete a minimum of one recorded monitoring visit each academic year.

- September/October: 1:1 meeting with the relevant Lead
- November/December: Monitoring visit, learning walk or curriculum visit
- March/April: 1:1 meeting with the relevant Lead
- June/July: Monitoring visit, learning walk or curriculum visit

***** Governor for RE should also attend at least 1 assembly and 1 Church Service per year where possible

Safeguarding is the responsibility of all the members of the Local Monitoring Council. The Local Monitoring Council shall appoint a Designated Safeguarding Governor who will meet with the

Designated Safeguarding Lead at least termly and undertake safeguarding monitoring activities in accordance with Trust procedures.

Examples of Link Governor roles are provided below. The roles below are not exhaustive.
Full role descriptions will be shared at the beginning of each academic year.

Designated Safeguarding Governor

- Termly meeting with DSL.
- Annual safeguarding review.
- Termly oversight of the SCR.
- Regular safeguarding monitoring activities.

SEND Governor

- Three meetings with SENCO/FLO spread across the academic year.

Health and Safety Governor

- Termly monitoring discussions with school leaders.
- Annual Health & Safety walk with the Headteacher and Services Manager.
- Review progress against identified actions.
- Report significant concerns to the Local Monitoring Council.

***Christian Distinctiveness Governor**

In Church of England schools*, governors with Christian Distinctiveness responsibilities should also monitor:

- Collective worship;
- Assembly;
- Religious education;
- Christian vision and values;
- SIAMS priorities and action plans;
- links with the parish and Diocese.

Other Requirements:

- Termly Website Compliance Review

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Meeting Guidelines

- Headteacher to be contacted to request the correct staff member is available to be part of the monitoring visit.
- Governors should arrange a mutually convenient date and time to meet the relevant member of staff in conjunction with the Headteacher. For Subject Governors, the initial 1:1 meeting will be to discuss the year ahead and include consideration of the curriculum, planning and anything else the Headteacher and teacher feels the Local Monitoring Council should be aware of.
- The Governor should then arrange an appropriate monitoring activity, learning walk or curriculum visit with the subject lead
- Curriculum visits can be for a single lesson or for a morning or afternoon session, as required and agreed with the Headteacher and teachers.
- Consideration should be given to the total number of lesson visits that can take place in a given period without disrupting the work of the school or the pupils learning
- If necessary, Governors will be offered a Mentor Governor when they assume a subject responsibility to make introductions to the staff and pass on best practice as required.

Concerns Identified During Visits

- If a governor identifies a safeguarding concern, health and safety risk or other matter which may place pupils, staff or the Trust at risk, this must be reported immediately to the Headteacher and, where appropriate, to the Chair of the Local Monitoring Council. Governors must follow the school's safeguarding procedures at all times.

Monitoring Visit Guidelines

Monitoring visits may take a variety of forms including learning walks, curriculum visits, meetings with school leaders, scrutiny of documentation, attendance at assemblies or worship, health and safety visits, safeguarding monitoring, SEND monitoring, website compliance reviews and other monitoring activities linked to the School Development Plan and delegated governor responsibilities. Visits should support the Local Monitoring Council's role in providing support, challenge and assurance.

- Each governor monitoring visit should be linked to: School Development Plan priorities, Ofsted/SIAMS improvement priorities where applicable, Delegated statutory responsibilities, Trust strategic priorities. They may also be in conjunction with the School Improvement Seasonal Visits or an area which governors or the Headteacher deems appropriate.
- Governor visits are undertaken to gather evidence to support the Local Monitoring Council's monitoring, support and challenge role. Governors should focus on systems, provision, pupil experience and progress against School Development Plan priorities. Governors must not make judgements about the quality of teaching, learning or individual staff performance, as these responsibilities sit with school leaders and Trust improvement processes.

- On arrival at the School please sign in and wear your governor lanyard. On arrival in the classroom please be discreet: the teacher will introduce you when ready.
- If possible, we encourage participation rather than observation from the back of the room.
- Remember that you are a representative of all the governors: what you say will be understood by the staff to be the views of the Local Monitoring Council as a whole and not a personal view.
- Avoid making promises on behalf of the governors but of course offer to take comments, questions or requests from staff and pupils to the next relevant governors' meeting whilst also informing the Headteacher what you may be taking forward.
- If you plan to take notes during your time in the classroom inform the teacher beforehand. Aim to keep note-taking to a minimum and ensure that you make a record of your visit as soon as possible afterwards using the governors visit report document.
- Governors must not retain personal data unnecessarily and must comply with the Trust's Data Protection Policy, Confidentiality Policy and Governor Code of Conduct when recording, storing and sharing visit notes.
- If you witness something that concerns you please use your discretion and approach the Headteacher after the lesson or after you have completed your monitoring visit.
- There is no specific protocol about parent governors visiting their own child's class as this may be inevitable. However please ensure that all classes are visited as equally as possible and try not to over engage with your own child throughout the visit.
- Confidentiality is paramount at all times and nothing that is viewed within the classroom should be discussed outside the remit of the Local Monitoring Council as per the Governor Code of Conduct.
- Be aware of, and adhere to, the School's Safeguarding Policy at all times.
- Before you leave, remember to thank the member of staff for supporting you in your role as a governor whilst undertaking your monitoring visit. Offer to forward them a copy of the Visit Record Sheet that you will be compiling whilst explaining a copy will also be going to the Headteacher.

Reporting Guidelines

- Please ensure you make an accurate record of your visit as soon as possible using the Monitoring template. These are available in Governorhub.
- Each visit record should be sent to the Headteacher and Chair of the Local Monitoring Council for approval before being sent to the Trust Clerk for submission to Governorhub.
- Remember to send a copy to the teacher if requested.
- Completed visit reports should:
    - identify the purpose of the visit;
    - summarise evidence gathered;
    - identify strengths observed;
    - record any questions arising;
    - identify any matters requiring further monitoring.

- Reports must not identify individual pupils or staff members.

Ad hoc School Visits

All Governors are encouraged to attend ad hoc events throughout the School Year. At these times, even if you are attending on a personal basis as well as representing the Local Monitoring Council, please ensure that you sign in as a governor, wear your lanyard and make a record of your visit. Some examples of these events are:

- Assemblies
- Church services
- School productions
- Sports Day
- Celebration events
- Fundraising events
- Science Week or other Topic or theme weeks

A breach of this policy is a breach of the Governor Code of Conduct which could lead to your removal as a Governor.

This policy applies to school visits made for the purpose of governance. It does not apply to visits to the school site that any individual may make in another capacity e.g., as parents, professional advisers, volunteers or members of staff.

This policy should be read in conjunction with the following Trust and school policies:

- OCMAT Child Protection and Safeguarding Policy
- OCMAT Health and Safety Policy
- OCMAT Allergy and Anaphylaxis Policy
- OCMAT SEND Policy
- School Behaviour Policy
- OCMAT Governors Code of Conduct
- OCMAT Whistleblowing Policy
- OCMAT Parental and Visitors Unacceptable Behaviour Policy
- OCMAT Data Protection Policy
- OCMAT Complaints and Procedures Policy
- OCMAT Equality Information and Objectives