

## MOSAIC SCHOOLS LEARNING TRUST



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## GOVERNOR VISITS POLICY

All schools in Mosaic Schools Learning Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Staff Responsible:

Head of Governance

Date Created:

September 2025

Date of Next Review:

September 2027

**VERSION CONTROL**

| Date           | Change     |
|----------------|------------|
| September 2025 | New policy |

## Introduction

This policy applies to school visits made for the purpose of governance and not to visits to the school site that an individual may make in other capacities, for example as parents or members of staff.

Governing boards need to draw on a range of evidence to carry out their core functions of ensuring clarity of vision, ethos and strategic direction and holding the headteacher to account for the educational performance of the school and its pupils and the efficient and effective performance management of staff. This evidence can be gained by visits to the school.

## Purpose

This guidance has been written to provide a consistent framework for all Local Governor visits, to ensure that LGBs fulfil their strategic purpose and aid the Trust's accountability.

Whilst there may also be opportunities to visit the school on an informal basis, for example to attend performances or celebration events, these are not usually considered formal monitoring. Governance visits will be carried out in a formal capacity with a specific purpose that is linked to either monitoring improvement priorities, gaining a greater understanding and/or appreciation of the school at every level, or strengthening the relationship between the governing board and the community served by the school.

Governance visits are for the purpose of learning and improving understanding of the school, and will ensure triangulation between the data governors are receiving in meetings and from external professionals.

The frequency of governor visits should be in accordance with the framework established by the governing board. Accepting office as a governor involves the commitment of time, energy and the expectation that visiting the school on an agreed basis is part of the role.

## Aims of School Visits

- Local Governors will be able to see the school at work and observe attitudes, behaviours and achievements.
- To improve Local Governor knowledge of the school so that Local Governors:
  - Gain first-hand information to assist with school policy making and decision taking.
  - Are better informed when discussing and making school decisions.
  - Have a greater understanding of the context of their role.
  - Better understand the needs of the school.
  - Develop relationships with staff and other stakeholders.
  - Demonstrate their commitment to the school.
  - Assist the LGB to fulfil its roles in monitoring and evaluating the effectiveness of the school and its curriculum.
  - Assess the effectiveness of the school improvement plan and/or priorities for future plans.
  - Assess the impact of key decisions and initiatives to drive school improvement.
- Focused school visits are one form of evidence that Ofsted will consider with respect to governors' strategic contribution, highlighting the positive impact made by the LGB on

school improvement and, in turn, providing effective, constructive and appropriate challenge to the Headteacher and Senior Leadership team.

## **Arranging Governor Visits**

### **Informal visits**

- All informal visits should be agreed in advance with the Headteacher / relevant member of the Senior Leadership Team, clearly identifying the purpose of the visit.
- Informal visits are not part of the Local Governor's formal or delegated duties, therefore no formal report to the LGB is expected.

### **Formal Visits**

- All formal visits should be agreed in advance with the Headteacher / relevant member of the senior leadership team / in-school link.
- The purpose of the visit should be discussed and agreed in advance with the Headteacher / relevant member of the Senior Leadership Team / in-school link:
  - A timetable for the visit should be agreed, including identifying any classroom visits, where required and where appropriate; and
  - Documentation to be reviewed, both before and during the visit, to be clarified and agreed.
- Local Governors should prepare themselves for the visit by reading the School Development Plan and any relevant policies linked to the focus of their visit / their link governor role. Pre- reading, identifying key areas that they wish to explore and key questions they may wish to ask will aid the efficiency and effectiveness of the school visit.
- Local Governors should also ensure that they take note of any safeguarding or diversity and inclusion observations during their school visit.
- Local Governors are expected to talk to the lead staff member linked to the visit focus as well as the head teacher / relevant member of the senior leadership team.
- Local Governors are expected to talk to other staff, as appropriate, to ensure consistent understanding of stated practice within the appropriate policies.
- A formal report, using the visit report template, should be completed on a timely basis, following the completion of the visit.
- The visit should be on the agenda for the next LGB meeting and the completed visit report should be included in the supporting documentation and discussed.

### **Points to Note:**

- Local Governor visits are not a form of inspection and do not involve Local Governors making a judgement about the quality of teaching or the professional expertise of the teacher. That remains the responsibility of the Headteacher and other education professionals.
- Any issues / concerns should be discussed with the Headteacher / relevant member of the senior leadership team, not staff or other members of the community.

- Local Governors new to the LGB may wish to shadow another member of the LGB during their school visit to ascertain how a governor visit is undertaken effectively in practice.
- Local Governors are reminded of the confidentiality aspect of their role, both during their visit into school and by not discussing findings outside of the LGB meeting. The visit report should not identify staff members (other than the member of staff involved with the visit) or pupils.

## Appendix 1 - Governor Visit Report

|                                                                                 |              |
|---------------------------------------------------------------------------------|--------------|
| <b>Name of Governor:</b>                                                        | <b>Date:</b> |
| <b>Purpose of visit and how this links with the School Development Plan:</b>    |              |
| <b>Sources of Information looked at (i.e. Trust policies, school policies):</b> |              |
| <b>Summary of activities / discussion undertaken:</b>                           |              |
| <b>Governor observations and key learning:</b>                                  |              |
| <b>Key issues and actions to take back and discuss at the next LGB meeting:</b> |              |
| <b>Any other observations:</b>                                                  |              |
| <b>Focus for next visit:</b>                                                    |              |