

Colleges Nursery & Family Centre

Policy for Governors' Visits to the Centre

Introduction

Governing bodies have a statutory responsibility to monitor and evaluate the effectiveness of the centre and its curriculum. Visits by individual governors help to develop their understanding of how the centre operates and to show their interest in the work of staff and children. The purpose of such visits is to gather information to support decision-making by the governing body as a whole. As critical friends of the centre, governors should be able to recognise and celebrate success as well as to ask questions. It is important to maintain an appropriate balance between support and challenge.

The governors organise regular visits to the centre by individual governors who act as a representative for the whole governing body. These are based on the agreed programme of visits annexed to this policy, but can be varied to take account of new developments or areas of concern which may have arisen during the academic year. Visits will often be made by an individual governor, but can involve two or more governors if this is felt to be appropriate.

How visits are organised

1. At each meeting of the full governing body, the governors will decide upon a subject for the next visit with reference to the programme, and nominate a governor to carry out the visit. Governors are encouraged to participate in visits relating to their own areas of expertise and interest. ***The Head Teacher will inform Nursery staff of forthcoming visits and their purpose.***
2. The visiting governor will contact the headteacher and any other member of staff involved to arrange a convenient time for the visit. Sufficient time should be allowed for the report to be written up, discussed and amended prior to distribution with the agenda for the next meeting of the full governing body.
3. Visits should where possible be linked to the School Improvement Plan, and governors may wish to refer to this as well as to any relevant policies in preparing for their visit and in writing up their report.
4. The governor will visit the centre, observe and make notes where appropriate, ***and with prior agreement.*** The purpose of governor visits is to gather information rather than to inspect, and governors are not qualified to comment on standards of teaching. Visits relating to areas of the curriculum may need facilitation by the relevant area coordinator. Information gathered during the visit must be treated as confidential, and the report should not include the names of individual children.
5. Difficult issues may arise as a result of a visit, and the emphasis should be on sensitivity and good communication throughout the process. Where there are significant areas of concern, these should be discussed with the headteacher, Chair of Governors and any relevant member of staff at the earliest opportunity.
6. The governor will prepare a written report following the suggested format. A draft report will be sent for comment to the headteacher at least two weeks before the next governors meeting. The agreed report will then be presented to the governors at the next full meeting, at which the visiting governor should be prepared to answer any questions about the report and its conclusions.