

GOVERNOR SCHOOL VISITS

REFERENCE GUIDE

Top Tips:

- Book your visit in advance at a mutually convenient time – agree dates and times with the school Office Manager/Heads PA.
- Clarify the purpose of your visit, who you'd like to spend time, with and what you would like to cover.
- It may be useful to communicate a small number of questions that you'd like to cover in advance, but be aware of the time it may take staff to prepare answers to your questions. It may be appropriate to run this past the Principal and/or Chair of Governors first. If you choose to send questions in advance, please provide a reasonable time period for the staff to collate answers to your questions – ideally questions should be received approximately 5 working days before a visit.
- Write up the visit whilst its fresh in your mind and send to the Head, Chair & Clerk once complete.
- Visit the Gov Teams folder before your visit to find a bank of example questions you could ask on your visit.

What the school commit to:

- Staff will make time to meet with governors.
- Staff will be open and honest on with governors.
- Staff will provide governors with data and information needed, though Governors are reminded that Ofsted no longer scrutinise data as a part of inspections so any data requested should be minimal. Relevant data is included in AAB reports 3 times a year so Governors should start here and only request anything else if crucial to the visit.

What Governors commit to:

- Visit with a purpose.
- Visits should be supportive of the school. Staff expect to be scrutinised and challenged, but in a supportive way.
- Write up the visit as soon as possible afterwards whilst it is fresh in your mind.
- To write up the visit on the TSAT Governor visit form.
- Giving staff at least 5 working days to prepare responses to any questions.