



## Holy Trinity Church of England Primary

### Governor Visit Policy

*'Loved by God and one another, Holy Trinity is a welcoming community of faith, where we learn and flourish together.'*

*Each day opens up horizons of hope, aspiration and joy!*



Shared with Staff		Emailed Google Drive
Ratified By Local Academy Council	17.09.2025	Signed and minuted
Shared with Parents	18.09.2025	Published on website
Policy Revisit	February 2026	SLT review
Policy Review	September 2025	LAC Meeting

## Governor Visit Policy

### **Rationale**

Holy Trinity Church of England Primary School is committed to creating a welcoming community of faith where we learn and flourish together. In order for governors to carry out their role responsibly and effectively, it is important for governors to know the school well. One way to achieve this is through school visits. Governor school visits provide an opportunity to develop an evidence-based awareness and understanding to support the strategic role of the governing body; develop teamwork with school staff; provide an understanding of the way in which the school operates to embed its ethos and achieve its aims and finally to allow governors to support the school through informed decision making.

### **Practice:**

- Governors will, under normal circumstances, visit the school by appointment with the Executive Headteacher as agreed. The visit must be agreed in advance with the Executive Headteacher who in turn will liaise with members of staff involved.
- Governors will at all times follow the procedure for visitors in order to provide a good example for other visitors. The school safeguarding procedures must be followed at all times. Governors will at all times report to reception or to an agreed member of staff upon arrival and follow the procedure for visitors. Governors are expected to wear their governor id badges for the duration of their visit.
- Confidentiality will be respected at all times. Any concerns should be brought to the attention of the Executive Headteacher immediately. Governors are asked to briefly discuss their visit with the Executive Headteacher at the end of their visit. This is an opportunity for governors to clarify their observations and reflect on their visit to support the focus of their visit.
- Governors will recognise at all times that they have a strategic role and that the governing body acts as one. They will respect the professional roles of staff and will raise any issues appropriately at meetings of the governing body or its committees.
- Visits to the school by governors should, wherever possible, help to inform the strategic role of the governing body and be linked to the School Development Plan. Governors are expected to identify the focus of their visit and evaluation of their visit using the agreed Governor Visit Report format which must be sent to the headteacher prior and following their visit. The Executive Headteacher will forward all reports to the Clerk of Governors.
- Governors will be expected to contribute feedback to the governing body or its committees arising from visits to the school using the Governor Visit Report.
- Governors acting as voluntary helpers will be treated and will expect to be treated the same as other voluntary helpers in the school including limits to responsibility, supervision arrangements, training and support, and safeguarding checks where deemed necessary



- New Governors will be offered, at an early stage, an opportunity to visit the school, at a date and time agreed with the Executive Headteacher in order to gain an understanding of systems and practice and current issues.
- The governing body's policy on visits to the school by governors will be made clear to all new governors through inclusion in an induction process which will be the responsibility of the Induction Governor.

## Holy Trinity Church of England Primary School Governor Visit Report

<b>Name:</b>		<b>Date of Visit:</b>	
<b>Area of responsibility:</b>			
<b>Classes/staff visited:</b>		<b>Purpose of visit:</b>	
<b>Summary of activities.</b> •			
<b>What have I learned as a result of my visit?</b> <small>(summary of the key facts you have learned, impressions formed as a result of your visit)</small>		<b>Positive comments about the visit.</b> <small>(summary of the positive comments about your visit)</small>	
<b>Aspects I would like clarified/questions that I have:</b> •			
<b>Points to take forward for discussion at the governing body meeting:</b> •			
<b>Ideas for future visits:</b> •			
<b>Other comments</b> • <small>(other comments you may have related to your visit)</small>			
<b>Staff and Executive Headteacher comments:</b> • <small>(any comments the staff member or Head Teacher have in relation to your visit, your findings, your questions, etc)</small>			
<b>Signed (Governor)</b>			
<b>Date</b>			
<b>Signed (Teacher/Executive Headteacher)</b>			
<b>Date</b>			
<b>Please send a copy of your Visit Record to the Clerk to the Governors.</b>			
<b>Key:</b>	Completed prior to visit	Completed prior to and post visit	Completed post visit