

Governing Body Structure

Governance at
Mason Moor
2023 - 2024



MASON MOOR
PRIMARY SCHOOL



MASON MOOR
PRIMARY SCHOOL

Governing Body Committee Plan

2024-24

Delegated responsibility to St. Mary's Church
of England Primary Governors

Finance Committee

(Delegated Powers contained with the
Terms of Reference)

Committee Membership:

- Daniel Constable-Phelps (Headteacher)
- Amanda Humby (Chair of Committee)
- Lisa Benham
- Paul Cavaliere

Advisory:

- Lindsey Rayner (Business Manager)
- Kevin Brown (Operations Manager)

Fiscal management of the school including:

- Service Level Agreements
- School Financial Value Standards
- Budget Setting/Monitoring
- Contract management
- Building works/Improvement

Delegated responsibility to St. Mary's Church
of England Primary Governors

Pupil Disciplinary Committee

Convened as necessary to discuss a PEX
(Permanent Exclusion)

Committee Membership:

- Amanda Humby
- Ryan Dickson
- Lisa Benham

Complaints Committee

(Delegated Powers contained with the
Terms of Reference)

Committee Membership:

- 3 members of the school's Full Governing Body convened as necessary.
- Kate Lewis– Head of Governance at Southampton City Council

Delegated responsibility to St. Mary's Church
of England Primary Governors

Pay Committee

Committee Membership:

- Daniel Constable-Phelps (Headteacher)
- Ryan Dickson
- Lisa Benham (St. Mary's Finance Committee)
- Amanda Humby (St. Mary's Finance Committee)

Committee responsible for:

- Ensuring fair, impartial review of performance as presented by the Headteacher anonymously.
- Accessing Perspective to see the evidence forms for reviewing pay award.
- Consulting with the Pay Policy to ensure adherence to Southampton City Council's process.
- Meets after the appraisal cycle annually.
- Checks in with Headteacher to ensure appraisal effective.



MASON MOOR
PRIMARY SCHOOL

Governing Body Committee Plan

2024-24

Headteacher Performance Management

(Delegated Powers contained with the Terms of Reference)

Committee Membership:

- Amanda Humby (Chair)
- Lisa Behnam
- Ryan Dickson

Advisory:

- Local Authority

Includes:

- Performance Management Targets set for the academic year
- Pay award determination based on performance

Committee to be advised by an external professional in agreement with the headteacher.

Curriculum Committee

Core Sub-committee Membership:

- English - reading, phonics and writing
Jo Halsey
- Maths, Science and Computing
Paul Cavaliere
- Early Years Foundation Stage
Jo Halsey

Non-Core Sub-committee Membership:

- Art & Design, Music and PSHE, RE
David Higginbottom
- Physical Education and Humanities
David Higginbottom

Inclusion Committee

Committee Membership:

- SEND, Pupil Premium and Disadvantaged progress, EAL
Ryan Dickson
- Temporary Suspensions, Permanent Exclusions & Safeguarding
Gill Horrobin
- Attendance, Wellbeing and Parental engagement
Paul Cavaliere

Committee to work together to:

- Monitoring the impact of initiatives to improve attendance, support disadvantaged children and families/
- Report back to FGB on the impact of initiatives on pupil outcomes.



Governor & Mason Moor Staff Links

Curriculum Committee

Core Sub-committee Membership:

- English - reading, phonics and writing
Jo Halsey
- Maths, Science and Computing
Paul Cavaliere
- Early Years Foundation Stage
Jo Halsey

Non-Core Sub-committee Membership:

- Art & Design, Music and PSHE, RE
David Higginbottom
- Physical Education and Humanities
David Higginbottom

Anna Brooks – Deputy Headteacher & Coach
abrooks@masonmoorprimary.co.uk
(Responsibility for curricula areas: Reading and Writing)

Faye Bauck – Deputy Headteacher (St. Mary's)
faye.bauck@stmaryspri.org.uk
(Responsibility for curricula area: Maths)

Kath Page – Southampton Music Hub Manager
Kath.page@Southampton.gov.uk
(Responsibility for curricula area Music – writing a bespoke St. Mary's curriculum)

Andy Bauck – PE & Sports Leader
abauck@masonmoorprimary.co.uk
(Responsibility for curricula area Music, Sport & Pupil Mentoring in Sport.)



Governor & Mason Moor Staff Links

Inclusion Committee

Committee Membership:

- SEND, Pupil Premium and Disadvantaged progress, EAL
Ryan Dickson
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Gill Horrobin
- Attendance, Wellbeing and Parental engagement
Paul Cavaliere

Committee to work together to:

- Monitoring the impact of initiatives to improve attendance, support disadvantaged children and families/
- Report back to FGB on the impact of initiatives on pupil outcomes.

Tristan Benfield- Special Educational Needs Co-Ordinator
tbenfield@masonmoorprimary.co.uk

Daniel Constable-Phelps – Executive Headteacher
head@masonmoorprimary.co.uk

HLTA and Behaviour Lead
tbirkett@masonmoorprimary.co.uk

Oliver Precious – Senior Assistant Headteacher
oprecious@masonmoorprimary.co.uk

Sian Deltrieu – Attendance Officer
sdeltrieu@masonmoorprimary.co.uk



Roles and Responsibilities

Definition of Governor Roles



SEND Governor

Being a governor with responsibility for SEND is about doing your best to ensure pupils with SEND get the help and support they need to access the curriculum and to participate fully in the life of the school.

The SEND Governor will support and assist the governing body to have a better understanding and knowledge of SEND provision within the school.

The role includes:

- confirming that the school has a SEND policy and that it is reviewed annually;
- being familiar with the school's SEND policy
- keeping informed of SEND initiatives, nationally and locally, from the Government and Local Authority;
- meeting termly, by appointment, with the SEND coordinator to discuss the progress and effectiveness of the SEND policy (in accordance with the Governor Visits to Schools policy);
- working with the child protection link governor (if appropriate);
- understanding how the school identifies pupils with SEND and what happens once a pupil has been identified;
- being aware of the progress individual pupils with SEND are making;
- being aware of the budget available for SEND within the school and monitoring its effective use;
- reporting, on at least an annual basis, to the governing body on the implementation and effectiveness of the school's SEND policy, without discussing the details of individual pupils;
- writing, or helping to write, the SEND information for the Governors Annual Report to Parents
- ensuring that the school prospectus contains a section on SEND provision; and
- keeping SEND knowledge up to date by attending relevant governor training courses run by the Local Authority.



Safeguarding & Child Protection Governor

The governing body is responsible for ensuring the school has effective policies and procedures in place for safeguarding children, and monitoring the school's compliance with them. It is recommended that each governing body has a nominated governor for child protection to promote the importance of safeguarding and child protection.

The child protection governor will support and assist the governing body to have a better understanding and knowledge of child protection and safeguarding provision within the school.

The role includes:

- confirming that the school has a Child Protection Policy which is reviewed annually and is readily accessible to all members of staff
- being familiar with the schools Child Protection Policy
- ensuring that the school has an up-to-date and agreed staff disciplinary procedure for dealing with allegations of misconduct against staff, including child protection allegations, that complies with the relevant legislation including the appointment of an independent investigator;
- meeting as and when required, by appointment, with the designated member of staff for child protection to monitor the effectiveness of the Child Protection Policy in the school (in accordance with the Governor Visits to Schools policy);
- working with the SEND link governor (if appropriate);
- helping to ensure that the school works well with relevant agencies and individuals;
- helping to ensure that accurate records are being kept by the school and that the child protection file is up to date;
- being aware of the number of pupils currently on the child protection register;
- checking that staff and governors are appropriately trained and that all members of staff and governors know what to do if they have any child protection concerns;
- ensuring safe recruitment procedures are in place and appropriate checks are being carried out on new members of staff and volunteers;
- understanding how safeguarding and child protection issues are addressed through the curriculum;
- reporting, on at least an annual basis, to the governing body, without discussing the details of individual pupils, on the implementation of the child protection policy; and
- keeping child protection knowledge up to date by attending governor relevant training courses run by the Local Authority.



Literacy/English Governor

The purpose of the school's literacy policy/action plan is to raise standards of literacy, reading and writing in the school. The literacy link governor helps to ensure that literacy issues remain high on the school's agenda and will support and assist the governing body to have a better understanding and knowledge of the literacy policy/action plan within the school.

The role includes:

- being familiar with the school's chosen curriculum and how this maps against the National Curriculum and keeping informed of any local initiatives;
- being aware of how to implement literacy across the curriculum;
- understanding how literacy is assessed, recorded and reported in the school (including the national reading tests);
- being aware of the budget available for literacy within the school and monitoring its effective use/use of resources etc;
- knowing what "catch up" programmes for literacy are available for schools to use;
- meeting as and when required, by appointment, with the designated member of staff for literacy (in accordance with the Governor Visits to Schools policy);
- ensuring that Early Reading develops well in the EYFS phase – how are children being taught to read and write at an early age? Does this set them up well for their time in KS1 and 2?
- supporting the school's literacy co-ordinator so they can achieve the school's literacy targets;
- review, monitor and evaluate the impact of the activities within the school's literacy action plan (if appropriate);
- reporting to the governing body on the effectiveness of the school's literacy action plan;
- attending in-service training course (INSET day) if relevant to literacy. -or at least asking to view the materials and understand how these are likely to impact on the teaching; and
- keeping knowledge up to date by attending relevant governor training courses run by the Local Authority.



Numeracy Governor (inc Early Maths)

The purpose of the school's numeracy policy/action plan is to raise standards of numeracy in the school. The numeracy link governor helps to ensure that numeracy issues remain high on the school's agenda and will support and assist the governing body to have a better understanding and knowledge of the numeracy policy/action plan within the school.

The role includes:

- being familiar with the school's chosen curriculum and how this maps against the National Curriculum and keeping informed of any local initiatives;
- being aware of how to implement numeracy across the curriculum;
- understanding how numeracy is assessed, recorded and reported in the school (including the national reading tests);
- being aware of the budget available for numeracy within the school and monitoring its effective use/use of resources etc;
- knowing what "catch up" programmes for numeracy are available for schools to use;
- meeting as and when required, by appointment, with the designated member of staff for numeracy (in accordance with the Governor Visits to Schools policy);
- ensuring that Early Maths develops well in the EYFS phase – how are children being taught to understand number? Does this set them up well for their time in KS1 and 2?
- supporting the school's numeracy co-ordinator so they can achieve the school's numeracy targets;
- review, monitor and evaluate the impact of the activities within the school's numeracy action plan (if appropriate);
- reporting to the governing body on the effectiveness of the school's maths action plan;
- attending in-service training course (INSET day) if relevant to maths. -or at least asking to view the materials and understand how these are likely to impact on the teaching; and
- keeping knowledge up to date by attending relevant governor training courses run by the Local Authority.



Attendance Governor

All parents or carers have a legal responsibility to ensure their child regularly attends school. When a child attends school on a regular basis, they take an important step towards reaching their full potential, and are given the greatest opportunity to learn new things and develop their skills. Attendance in schools needs to remain a priority to ensure that children and young people are given the chance to achieve their potential. The statistical links between attendance and achievement are very strong.

The governing body may wish to appoint a governor with specific responsibility for pupil attendance. The pupil attendance governor is the link between the governing body and the school in relation to attendance and should meet the designated staff lead regularly, probably on a termly basis. The nominated governor should help the governing body ensure that its statutory duties in relation to pupil attendance are met and that that staff and governors are appropriately trained.

The role includes:

- Understanding the statistical data, and how it compares nationally – what is the current attendance at the school? What % is persistent absence sitting at? What analysis of pupil groups does this show? Does the attendance lead know/act on trends?
- confirming that the school has an attendance policy which is regularly reviewed in consultation with staff, parents and pupils, and formally approved by the governing body;
- being familiar with the school's attendance policy, any initiatives, nationally and locally;
- meeting termly, by appointment, a relevant member of staff at the school to discuss the progress and effectiveness of the attendance policy (in accordance with the Governor Visits to Schools policy);
- being aware of the strategies and interventions that the school uses to improve attendance and monitoring of these;
- reporting, on at least an annual basis, to the governing body on the implementation and effectiveness of the school's attendance policy, without discussing the details of individual pupils;
- writing, or helping to write, the attendance information for the Governors Annual Report to Parents, highlighting the importance of regular school attendance and information about any targets set by the governing body for improvement for reducing the level of unauthorised absences;
- keeping knowledge up to date by attending relevant governor training courses run by the Local Authority.



Non-core subject Governor

The purpose of linking every governor with a particular subject / area is to support the school in its work of raising pupil attainment in the school and to assist the governing body to have a better understanding and knowledge of the subject / area within the school.

The role includes:

- A reminder that learning in your subject BEGINS in EYFS – go and see it there – is it growing/developing a love of the subject?
- confirming the school has a scheme of work in place for the subject / area and that it is reviewed;
- developing knowledge of the subject / area and being familiar with strategies and keeping informed of any local initiatives;
- meeting as and when required, by appointment, with the designated member of staff for the subject / area (in accordance with the Governor Visits to Schools policy);
- supporting the subject / area co-ordinator / head so they can achieve targets;
- being informed about staffing arrangements and training;
- being aware of the budget available for the subject / area within the school and monitoring its effective use / use of resources etc;
- being aware of curriculum and timetable arrangements;
- being aware of special needs / additional needs provision for the subject / area;
- understanding the assessment and recording procedures for the subject / area;
- knowing and understanding the current levels of attainment in the subject / area;
- understand how the subject / area fits into the school development / improvement plan;
- reporting to the governing body and / or curriculum committee on current practice in the subject / area;
- attending in-service training course (INSET day) if relevant to the subject / area (as an observer);
- keeping knowledge up to date by attending relevant governor training courses run by the Local Authority.

Governors are encouraged to come and see learning in their respective subject as much as possible within school. A reminder that the end of each full term – we have the Mason Moor Museum where pupils will showcase their learning from home-learning projects. Bringing alive our ambitious curriculum.



Governor Monitoring Schedule

2024-24



Governor Monitoring Accountability 2023-24



Calendar Legend

School Closed	
INSET Days	
Public Holiday	
Quality of Education Committee	
Ethos (Behaviour, Attendance, SIAMS) Committee	
Finance Committee	
Full Governing Body Meeting	
SIO MM	
SIO SM	
Documents sent for FGB	

Notes

- Finance committee meeting notes out to FGB ahead of meeting.
- SLT to send out documents 2 weeks ahead of FGB. FGB to send questions 1 week in advance.
- SIO meetings – as many governors should attend. Either virtual or otherwise.

September	October	November	December	January	February	March	April	May	June	July
1 Fr	1 Su	1 We	1 Fr	1 Mo New Year's Day	1 Th	1 Fr	1 Mo Easter Monday	1 We	1 Sa	1 Mo
2 Sa	2 Mo	2 Th	2 Sa	2 Tu INSET 3	2 Fr	2 Sa	2 Tu	2 Th Documents Sent for FGB	2 Su	2 Tu
3 Su	3 Tu	3 Fr	3 Su	3 We	3 Sa	3 Su	3 We	3 Fr MM & SM Finance 2pm	3 Mo INSET 5	3 We
4 Mo INSET 1	4 We	4 Sa	4 Mo	4 Th	4 Su	4 Mo	4 Th	4 Sa	4 Tu	4 Th
5 Tu INSET 2	5 Th	5 Su	5 Tu	5 Fr MM & SM Finance 2pm	5 Mo	5 Tu MM SIO 2pm	5 Fr	5 Su	5 We SM English Obs	5 Fr
6 We	6 Fr MM & SM Finance 2pm	6 Mo	6 We	6 Sa	6 Tu	6 We	6 Sa	6 Mo Early May Bk. Hol.	6 Th MM English Obs	6 Sa
7 Th	7 Sa	7 Tu SM Pupil Prog Obs	7 Th	7 Su	7 We	7 Th Documents Sent for FGB	7 Su	7 Tu	7 Fr	7 Su
8 Fr Documents Sent for FGB	8 Su	8 We MM Pupil Prog Obs	8 Fr MM SIO 2pm	8 Mo	8 Th	8 Fr MM & SM Finance 2pm	8 Mo	8 We	8 Sa	8 Mo
9 Sa	9 Mo	9 Th	9 Sa	9 Tu	9 Fr	9 Sa	9 Tu	9 Th	9 Su	9 Tu
10 Su	10 Tu	10 Fr Documents Sent for FGB	10 Su	10 We	10 Sa	10 Su	10 We	10 Fr	10 Mo	10 We
11 Mo	11 We	11 Sa	11 Mo	11 Th	11 Su	11 Mo	11 Th	11 Sa	11 Tu	11 Th
12 Tu	12 Th	12 Su	12 Tu	12 Fr Documents Sent for FGB	12 Mo	12 Tu	12 Fr	12 Su	12 We	12 Fr
13 We	13 Fr	13 Mo	13 We SM Ethos In School	13 Sa	13 Tu	13 We	13 Sa	13 Mo	13 Th	13 Sa
14 Th	14 Sa	14 Tu	14 Th MM Ethos In School	14 Su	14 We February Half Term	14 Th	14 Su	14 Tu	14 Fr	14 Su
15 Fr	15 Su	15 We	15 Fr SM MM End of Term	15 Mo	15 Th	15 Fr	15 Mo	15 We SATS invigilation – Governors to attend	15 Sa	15 Mo MM SIO 2pm
16 Sa	16 Mo	16 Th	16 Sa	16 Tu	16 Fr	16 Sa	16 Tu	16 Th	16 Su	16 Tu SM FGB
17 Su	17 Tu SM SIO 2pm	17 Fr	17 Su	17 We	17 Sa	17 Su	17 We	17 Fr	17 Mo	17 We MM FGB
18 Mo	18 We	18 Sa	18 Mo	18 Th	18 Su	18 Mo	18 Th SM SIO 2pm	18 Sa	18 Tu	18 Th
19 Tu SM Maths Visit YR – Y6	19 Th	19 Su	19 Tu	19 Fr	19 Mo	19 Tu	19 Fr	19 Su	19 We	19 Fr
20 We	20 Fr	20 Mo	20 We	20 Sa	20 Tu	20 We	20 Sa	20 Mo	20 Th	20 Sa
21 Th MM Maths Visit YR – Y6	21 Sa	21 Tu	21 Th	21 Su	21 We SM Non-Core Obs	21 Th	21 Su	21 Tu SM FGB	21 Fr	21 Su
22 Fr	22 Su	22 We	22 Fr	22 Mo	22 Th MM Non-Core Obs	22 Fr	22 Mo	22 We MM FGB	22 Sa	22 Mo
23 Sa	23 Mo	23 Th	23 Sa	23 Tu	23 Fr	23 Sa	23 Tu	23 Th	23 Su	23 Tu
24 Su	24 Tu	24 Fr	24 Su	24 We	24 Sa	24 Su	24 We	24 Fr	24 Mo	24 We
25 Mo	25 We	25 Sa October Half Term	25 Mo December Christmas Break	25 Th	25 Su	25 Mo	25 Th	25 Sa	25 Tu SM Ethos In School	25 Th
26 Tu SM FGB	26 Th	26 Su October Half Term	26 Tu December Christmas Break	26 Fr	26 Mo	26 Tu SM FGB	26 Fr	26 Su	26 We MM Ethos In School	26 Fr
27 We MM FGB	27 Fr	27 Mo	27 We	27 Sa	27 Tu SM Ethos In School	27 We MM FGB	27 Sa	27 Mo Spring Bk. Hol.	27 Th	27 Sa
28 Th MM SIO 2pm	28 Sa	28 Tu SM FGB	28 Th	28 Su	28 We MM Ethos In School	28 Th	28 Su	28 Tu	28 Fr Documents Sent for FGB	28 Su
29 Fr	29 Su	29 We MM FGB	29 Fr	29 Mo	29 Th	29 Fr Good Friday	29 Mo	29 We	29 Sa	29 Mo
30 Sa	30 Mo	30 Th	30 Sa	30 Tu SM FGB	30 Fr	30 Sa	30 Tu	30 Th	30 Su	30 Tu
	31 Tu		31 Su	31 We MM FGB		31 Su		31 Fr		31 We



Governor Monitoring Schedule Autumn 1

Term		Quality of Education Committee		Ethos Committee		Finance Committee		Other governor activity
Term 1 – Autumn Early		St. Mary's 19 th September – Maths Visit to see YR to Y6 Maths Teaching – morning.				Mason Moor and St. Mary's – Friday 6 October - Finance Committee (2pm)		St Mary's 26 th September - Full Governing Body Meeting (8:30am – 10:30am)
								Mason Moor 27 th September – Full Governing Body Meeting (8:30am – 10:30am)
		Mason Moor 21 st September – Maths Visit to see YR to Y6 Maths Teaching – morning.						Mason Moor 28 th September 2pm – SIO VISIT - Governors to meet Gehane Gordelier – School Improvement Team
								St. Mary's 17 th October 2pm – SIO VISIT - Governors to meet Gehane Gordelier – School Improvement Team



Governor Monitoring Schedule Autumn 2

Term 2 – Autumn Late		St Mary's 7 th November – Pupil Progress Meeting – Governors to attend and participate. (Morning and Afternoon – Governors to choose).	St. Mary's 13 th December – Ethos, Attendance, Behaviour and SEND monitoring (morning visit)			St. Mary's 28 th November – Full Governing Body Meeting (8:30 – 10:30am)
		Mason Moor 8 th November – Pupil Progress Meeting – Governors to attend and participate. (Morning and Afternoon – Governors to choose).	Mason Moor 14 th December – Ethos, Attendance, Behaviour and SEND monitoring (morning visit)			Mason Moor 29 th November – Full Governing Body Meeting (8:30 – 10:30am)
		St. Mary's 15 December – Great Exhibition – Governor Presence (1:30-2:30pm)				Mason Moor 8 th December 2pm – SIO VISIT - Governors to meet Gehane Gordelier – School Improvement Team
		Mason Moor 15 December – Mason Moor Museum – Governor Presence (1:30-2:30pm)				



Governor Monitoring Schedule Spring 1

Term 3 – Spring Early					Mason Moor and St. Mary's – Friday 5 January - Finance Committee (2pm)		St. Mary's 30 th January - Full Governing Body Meeting (8:30am – 10:30am)
							Mason Moor 31 st January - Full Governing Body Meeting (8:30am – 10:30am)



Governor Monitoring Schedule Spring 2

Term 4 – Spring Late		St. Mary's 21 st February – Non-Core Observation (History, Geography, Art, PSHE, PE – as being taught on the day) (12:45 – 3pm)	St Mary's 27 th February - Ethos, Attendance, Behaviour and SEND monitoring (afternoon visit)	Mason Moor and St. Mary's – Friday 8 March - Finance Committee (2pm)	Mason Moor 5 th March 2pm – SIO VISIT - Governors to meet Gehane Gordelier – School Improvement Team
		Mason Moor 22 nd February – Non-Core Observation (History, Geography, Art, PSHE, PE – as being taught on the day) (12:45 – 3pm)	Mason Moor 28 th February - Ethos, Attendance, Behaviour and SEND monitoring (afternoon visit)		St. Mary's 26 th March - Full Governing Body Meeting (8:30am – 10:30am)
					Mason Moor 27 st March - Full Governing Body Meeting (8:30am – 10:30am)



Governor Monitoring Schedule Summer 1

Term 5 Summer Early		St. Mary's and Mason Moor (13 – 17 June) – SATs Invigilation – All governors required during the week to support			Mason Moor and St. Mary's – Friday 3 May - Finance Committee (2pm)	St. Mary's 18 th April 2pm – SIO VISIT - Governors to meet Gehane Gordelier – School Improvement Team
						St. Mary's 21 st May - Full Governing Body Meeting (8:30am – 10:30am)
						Mason Moor 22 nd May - Full Governing Body Meeting (8:30am – 10:30am)



Governor Monitoring Schedule Summer 2

Term 6 – Summer Late		St. Mary's 5 th June – English Visit to see YR to Y6 Writing and Reading Teaching – morning.	St Mary's 25 th June - Ethos, Attendance, Behaviour and SEND monitoring (afternoon visit)			St. Mary's 16 th July - Full Governing Body Meeting (8:30am – 10:30am)
		Mason Moor 6 th June – English Visit to see YR to Y6 Writing and Reading Teaching – morning.	Mason Moor 26 th June - Ethos, Attendance, Behaviour and SEND monitoring (afternoon visit)			Mason Moor 17 th July - Full Governing Body Meeting (8:30am – 10:30am)



Visits to Mason Moor Primary

Guidance for Governors



Understanding how to conduct a visit

Governor classroom visits are:

- To develop relationships with the staff
- To get to know the children
- To understand the environment in which teachers teach
- To monitor policies in action
- To inform decision making
- To find out what resources are needed and prioritise them
- To ensure governors understand the reality of the classroom
- To understand better the governors' roles and responsibilities
- To have an opportunity to reflect on practice through discussion





Before you visit: PREPARATION

Governors should:

- Check the agreed school policy for governors' visits
- Clarify the purpose of the visit.
- Discuss an agenda with the headteacher and or subject co-ordinator well in advance.
- Make sure that the date and time chosen is suitable.
- Send the proposed agenda to the staff involved. Ask how they would like governors to participate
- Be clear beforehand exactly what you are looking for.
- Prepare any specific questions and submit to staff in advance





During the visit to Mason Moor

Governors should:

- Remember they are making the visit on behalf of the governing body
- Be punctual
- Get involved with the children
- Remember it is a visit not an inspection, observe discreetly
- Avoid distracting the teacher or teaching assistant during the lesson
- Be courteous and friendly, listen to staff and pupils
- Be prepared to interact, to talk and show an interest
- Not lose sight of the purpose of your visit





During the visit to Mason Moor

Governors should:

- Clarify any issue they are unclear about
- Thank the teacher for supporting them in their role as a governor
- Make notes as soon as possible
- Be open, honest and positive.
- Submit their report to the headteacher who will forward this onto Colin, clerk to governors
- Consider whether the purpose of the visit has been achieved
- Reflect on how and whether the visit has helped the governing body fulfil its duties
- Submit their agreed report to the next appropriate committee/governing body meeting

