Vine

Diocese of Chelmsford
Vine Schools Trust

SGB Member School Visits Policy

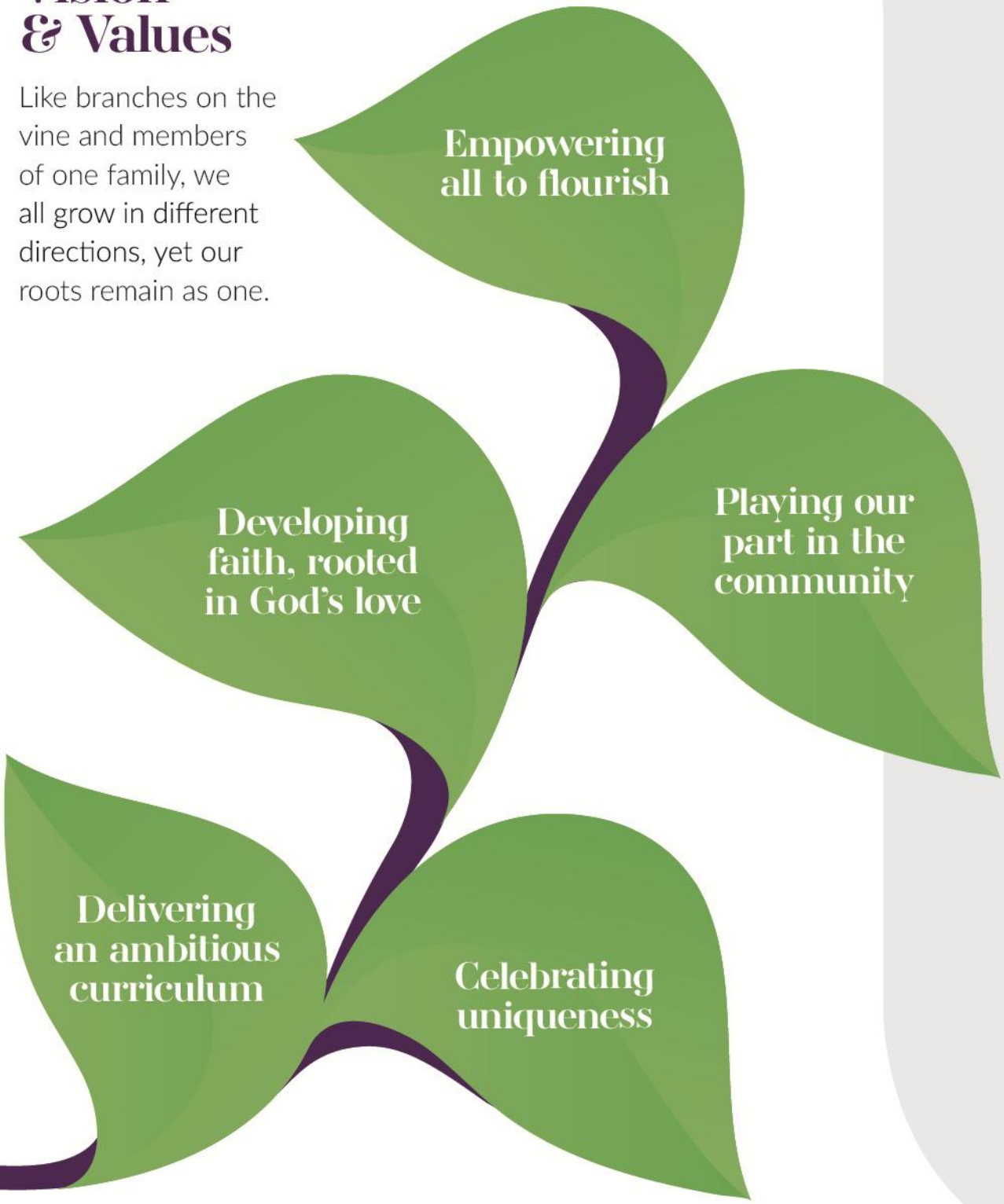
This is a mandatory policy for all Vine schools that has been noted and implemented with no amendments by this school.

"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit

JOHN 15:5

Vision & Values

Like branches on the vine and members of one family, we all grow in different directions, yet our roots remain as one.



Changes to previous edition - This is a new policy

Policy aims

This policy aims to ensure that all SGB members understand:

the purpose of monitoring visits

the expectations for carrying out visits including preparation, expected conduct, and reporting back to the Schools Governance Board

Purpose of visits carried out by SGB members

Visiting school on a planned, regular basis allows SGB members to:

- better understand their school's strengths and areas for development
- determine if agreed policies and procedures are working in practice
- show staff and pupils that they are interested in the life, work and achievements of a school
- experience the culture and ethos of the school

Monitoring visits should focus on:

- strategic priorities and key policies agreed by the Local Schools Board
- the evaluation of progress: are the things people say are happening actually happening?
- seeking assurance that the needs of pupils are being met (such as safeguarding and SEND)

Frequency of visits

The frequency of visits should be in accordance with the vine annual calendar established by the SGB and agreed with school leaders and relevant staff. Visits should be scheduled to allow SGB members to see relevant activities and strategic milestones.

Arranging and preparing for visits

Visits should be arranged through the headteacher, with adequate notice, and agreed with the relevant members of staff.

Due regard should be given to:

- how the visit fits with the schedule of board, to allow for timely feedback and discussion
- how to avoid visits clashing with important events and/or busy periods in school life
- the workload implications for staff who are likely to be involved in the visits

SGB members are expected to prepare for their visit. This may include:

- reading and familiarising yourself with the board's protocol for visits and the expected conduct
- reading and familiarising yourself with the school's policy for visitors (this is different from the SGB visits policy) that includes relevant health, safety and safeguarding instructions
- reading the background information relating to the focus of the visit, such as relevant section(s) of the strategic plan, performance data, policies,

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- clarifying the purpose of the visit with the head teacher and or relevant member of staff
- confirming the visit schedule and activities

Conduct on visits

When visiting the school as an SGB member, you should:

- arrive in good time and follow the school's procedures (such as signing in and producing identification)
- adopt a friendly approach that puts everyone at ease
- be respectful of the school at work and if you wish to take notes, check that those you are with are comfortable with this
- if you are taking notes, be clear with everyone that this is for feedback purposes and that you are not recording judgements (for example on the quality of their teaching)
- ask relevant questions that are closely linked to the purpose of your visit
- acknowledge the staff and pupils you meet
- SGB members are also expected to behave in line with the board's code of conduct, being aware of the need to maintain confidentiality.

Expectations following a visit

A monitoring report should be completed as soon as possible after each visit. A draft will be shared with the headteacher and any other members of staff involved in the visit and, when agreed, a final version will be included in the papers for discussion at the next board meeting.

All monitoring templates to be used can be found under the resources tab on governor hub.

Policy Reference:	A026
Approved by Vine Schools Trust on:	Autumn 24
Adopted by this school on:	Autumn 25
Next review:	Autumn 26

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