

**FEDERATED GOVERNING BODY OF
HOLY NAME CATHOLIC PRIMARY SCHOOL AND
OUR LADY & ST PHILOMENA'S CATHOLIC PRIMARY SCHOOL**

GOVERNORS' VISITS TO SCHOOL

SEPTEMBER 2022

Without a good knowledge of the school it is impossible to govern effectively. In order to assist and inform their governance, the Federated Governing Body of Holy Name Catholic Primary School and Our Lady & St. Philomena's Catholic Primary School will visit the school on a regular basis, insofar as their own commitments allow.

This may include, but need not be restricted to:

- Attendance at and / or participation in assemblies
- Attendance at sports days or at other sports events
- Attendance at celebrations such as awards ceremonies
- Attendance at / participation in School Council meetings
- Visiting classes / participating in lessons (as agreed with EHT / HoS and individual teachers in appropriate circumstances)
- Assisting in areas in which they might be individually skilled.

Governors with special responsibilities will also visit the schools as required to enable them to fulfil their roles effectively. This will include governors with responsibility for:

- Mathematics
- Literacy
- SEN (Special Educational Needs)
- G & T (Gifted & Talented)
- LAC (Looked After Children)
- Safeguarding.

When visiting either / both schools, governors will agree in advance a mutually convenient time and duration for the visit with the EHT / HoS and, where appropriate, other members of staff affected and will make an effort to minimise any disruption caused by their visit. Visits are not to be undertaken in any inspectorial capacity but are to be undertaken in order to gain knowledge and understanding of how the school functions.

Throughout visits governors and staff will do all they can to enhance further positive and mutually supportive relationships between staff and governors. Governors will feed back to the Governing Body observations and outcomes from their visits. It would be good practice to share this feedback with the EHT / HoS in advance of the meeting.

Governors accept that the day to day management of the school is the responsibility of the EHT / HoS. Included within this responsibility is that of ensuring pupils receive high quality teaching, and governors accept that it is not appropriate for them to conduct visits with a view to firming judgements on the quality of teaching and learning within the school. However governors should have access to monitoring information regarding the quality of teaching and learning within the school; and the EHT / HoS and governors should agree effective ways of involving governors in School Improvement Partner visits and reporting the outcome of these meetings to the Governing Body.

When visiting school during the school day governors will be aware of safeguarding and confidentiality issues in their interactions with pupils. Governors will “sign in” on arrival, and wear their Governors Identity Badge. On leaving they will “sign out”.

The EHT / HoS and staff accept that, while governors do not have an automatic right to enter the school, it is appropriate for governors to do so, and will not unreasonably refuse a request to visit the school. The EHT / HoS is committed to involving governors in the life of the school and will provide them with sufficient information about school events and activities to facilitate this.

CHILD PROTECTION / PUPILS AT RISK

All Staff are asked to be constantly alert for any signs of abuse to pupils.

If suspicions are aroused by signs of injuries of any kind, neglect, undue emotional disturbance or unusual behaviour, please refer the matter to the EHT / HoS immediately, who will then inform the School’s Designated Safeguarding Lead.

A DELAY IN RESPONDING COULD BE COSTLY

Mr Neil Morris is the Designated Safeguarding Lead at Holy Name.

Mr Philip Doyle is the Designated Safeguarding Lead at Our Lady & St Philomena’s.

Staff at each school will receive Training in Child Protection each year.