



Our Lady of Lourdes Catholic Primary School

Curbridge Road, Witney, Oxfordshire OX28 5JZ
01993 702480
office@ololwit.org.uk

Principal: Mr D O'Connor



THE ARCHDIOCESE
of BIRMINGHAM

Local Governing Board Representative Visit Policy

Our vision for Our Lady of Lourdes Primary School reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. It is driven by our desire to offer the best possible education for our pupils in partnership with parents, the church and the local community.

Our Lady of Lourdes primary school:

'promotes a Christ-centred, caring environment, where individuals develop their full potential, and achievement is celebrated.'

Statement of intent

Through this policy, Our Lady of Lourdes Catholic Primary School aims to embed effective procedures concerning Local Governing Board Representative monitoring visits. Each Local Governing Board Representative is expected to make at least one visit during the academic year, demonstrating the Local Governing Board's role in the strategic management of the school by helping to evaluate and improve practice.

Local Governing Board Representative visits inform understanding of the school's practices and procedures, allow opportunities to speak to pupils and teachers, enable the identification of resource needs, and allow Local Governing Board Representatives to see the SDP in action.

For staff, Local Governing Board Representative visits allow staff the chance to find out more about Local Governing Board Representatives, provide an opportunity to draw attention to issues or questions they wish to raise, and provide an opportunity to reflect upon and discuss current practice.

Local Governing Board Representatives must:

- Remember to respect school staff and pupils.
- Support the Principal.
- Acknowledge that they represent the full Local Governing Board.

By following the agreed principles and procedures, Local Governing Board Representative visits will be an enjoyable experience for all involved and will contribute significantly towards school improvement.

Legal framework

This policy has due regard to all relevant statutory guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- DfE (2019) 'Governance handbook'
- DfE (2014) 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013'

Roles and responsibilities

Local Governing Board Representatives are responsible for:

- Meeting their target of one visit per academic year.
- Understanding the needs of staff members through discussions with at least one staff member per academic year.

Reporting their observations to the Local Governing Board during the meeting.

The Principal is responsible for:

- Facilitating Local Governing Board Representative visits.
- Discussing completed visits with Local Governing Board Representatives, prior to a report being made to the full Local Governing Board.

A number of Local Governing Board Representatives are linked to particular subjects or areas of the school's provision. These links are as follows:

Subject/area of school provision	Name of Local Governing Board Representative
Safeguarding and behaviour	Judith Schmidt
SEND / PP	Judith Schmidt
English	Nick Kavanagh
Maths and PE	Jeremy Taylor
Creative Curriculum	Ally Warren
Science	Joseph Amuah-Fuser
RE and RSE and wellbeing	Fr Pat Broun and Ally Warren
EYFS	Carlton Rose
Data protection	Judith Schmidt
Health and Safety	Carlton Rose

Annual schedule

Each Local Governing Board Representative will visit the school towards the end of every term to meet with the subject lead.

Etiquette

Local Governing Board Representative visits are not a form of inspection, and Local Governing Board Representatives will not make judgements concerning teaching or other areas of school provision in any official capacity. Local Governing Board Representatives will avoid visiting classrooms where their own children are present. Local Governing Board Representatives will not pursue personal agendas during visits.

Local Governing Board Representatives will remain flexible and understand that the school must make pupils' education the priority, and that this may sometimes lead to the rearranging of visits. Local Governing Board Representatives will never visit the school unannounced. Visits are not an opportunity for Local Governing Board Representatives to check on individual children or monopolise the time of staff.

Preparing for a visit

Local Governing Board Representatives will arrange visits at least one week prior to the date of the proposed visit.

Before a visit, Local Governing Board Representatives will:

- Agree the purpose of the visit.
- Discuss the context of the activities to be observed.
- Agree their role within the activities.

During a visit

During a visit, Local Governing Board Representatives will:

- Adhere to their agreed role.
- Where visiting activities involve lesson observations, not ask questions, interrupt the teacher or distract pupils during the lesson.
- Adhere to confidentiality agreements.
- Adhere to the agreed times and purpose.
- Be sensitive to the needs of the pupils and the wider school community.

During a visit, Local Governing Board Representatives will not assume a role different to that which has been agreed.

After a visit

After a visit, Local Governing Board Representatives will:

- Thank the staff, and pupils where appropriate, involved in the visiting activities.
- Discuss the visit with the staff involved in the visiting activity at their convenience.
- Provide feedback regarding the visit to the Local Governing Board.

After a visit, Local Governing Board Representatives will not:

- Leave without acknowledging staff or pupils involved in the visiting activity.
- Break confidentiality agreements.

Providing feedback

A time will be agreed between the Local Governing Board Representative and staff, at the staff member's convenience, to discuss what was observed during the visit.

During the discussion, Local Governing Board Representatives will adhere to the following framework:

- Ask staff for their views on what happened during the visit
- Present your observations
- Provide positive feedback
- Raise any issues
- Ask further questions
- Thank staff for the opportunity

By the end of the discussion, both the Local Governing Board Representative and staff member will be clear as to what information will be shared with the Principal and Local Governing Board.

The Local Governing Board Representative Visit pro forma will be completed as soon as possible after the visit. A copy of the completed pro forma will be provided to:

- The Principal
- The teacher concerned
- The clerk to Local Governing Board

A copy of the report should be circulated at the next appropriate Local Governing Board meeting.

Monitoring and review

This policy will be reviewed annually by the Principal and the Chair of the Local Governing Board. When reviewing the success of the policy, the Principal and Chair of the Local Governing Board will take the following into consideration:

- Has every Local Governing Board Representative conducted at least one visit during the academic year?
- Has every Local Governing Board Representative made links with their allocated subject or area of provision?
- Has every Local Governing Board Representative met with the staff members they are linked to?
- Are visits achieving the desired outcomes?
- What worked well?
- What did not work well?
- Have there been any unexpected benefits?
- How can practice be improved?

Any changes made to this policy will be communicated to all Local Governing Board Representatives and staff members.

All Local Governing Board Representatives are required to familiarise themselves with this policy as part of their induction programme.

Updated July 2021

Review date July 2022 or sooner if required