

# Maple Medical PRU

## Policy on Management Committee Members in School

This policy also takes in to consideration current Covid guidelines and legislation. Members will adhere to our latest visitor protocols which will be regularly updated following government and LA guidance.

### 1 Aims and objectives

1.1 The school welcomes the Management Committee's active involvement in its life. Members are encouraged to visit the school during the working day to:

- Advise the whole management committee on its fulfilment of its statutory role;
- meet with the headteacher, senior staff, StEP (Standards and Effectiveness Partner) or LA officers;
- improve member knowledge of the ethos of the school and awareness of the work in the curriculum;
- observe school policies in action;
- carry out specific responsibilities on behalf of the management committee, e.g. health and safety checks;
- observe classroom practice;
- develop member links with staff, new staff, pupils and parents/carers;
- attend school functions;
- assist with understanding the effectiveness of the current School Development Plan (SDP);
- have an enhanced level of understanding of an aspect of the school's work so that the management committee as a whole has a deeper context for its decision-making and monitoring roles;
- assist the headteacher in staff selection, job descriptions, person specifications and interviews;
- highlight the needs for particular resources.
- Take part in learning walks and work scrutiny

1.2 We recognise that the role of a member of the management committee on a school visit does not include making a qualitative judgement about a professional matter, i.e. the quality of teaching in individual lessons.

### 2 Timetable of visits

2.1 We hope that all members will be able to visit the school during the working day at least once a year either in person or remotely if appropriate..

2.2 We offer all new members an introductory visit as soon as possible after their appointment.

2.3 We recognise that pre-planning is essential if the member's visit is to be of worth, and that professional courtesies are to be observed. Members of the management committee agree that visits will always be discussed and arranged through a member of the SLT. Staff will always be notified of the purpose of the visit in advance.

### **3 Visits to classrooms**

- 3.1 The school welcomes members' presence in lessons. The school will prepare for such visits by providing visitors with information about the purpose of the lesson and suggestions for the role a member might play, e.g. a sample list of questions that pupils might be asked during their independent work.
- 3.2 The management committee agrees that any report, written or oral, made to the management committee following classroom visits, will have been discussed with the headteacher and member(s) of staff before hand. The management committee recognises that no qualitative judgement about a professional matter, i.e. the quality of teaching in individual lessons, will be made.
- 3.3 The management committee recognises that any information about any individually named pupil's attainment or progress should not form part of the visit or be communicated in any subsequent report.
- 3.4 Members recognise that no comment about the lesson, its content or the pupils should be made within the hearing of any pupil.
- 3.5 Members agree that visits to classrooms containing pupils from their own families should be avoided where possible.

### **4 Activities away from classrooms**

- 4.1 Individual members are encouraged to gain a deeper understanding of the work of the school through links to specific subjects/key stages. Subject managers are given time within their work plans to discuss subject policies, strengths and weaknesses within the subjects including overall standards, and action plans for school improvement. Members, for their part, are encouraged to report the main points to the management committee
- 4.2 Members are encouraged to attend all events at which parents/carers are present. They should wear an identification badge and encourage parents and carers to discuss the school. Any feedback should be discussed with the headteacher and reported to the Management Committee in such a way that no parent or carer can be identified.
- 4.3 Members are encouraged to attend and play a full part in staff professional development days. Details of the following term's training activities will be passed to the clerk at the end of previous term. Members planning to attend should inform the headteacher beforehand.

### **5 Monitoring and review**

- 5.1 This policy will be discussed with staff and reviewed by the management committee every two years, or earlier if necessary.

**Date:**                      **January 2022**

**Review Date:**            **January 2024**

**Signed:**

**Chair of Management Committee.....**

**Head Teacher.....**