



Policy on Governor Visits to School- Primary

Introduction

The 'Scheme of Delegation' identifies the key functions delegated to Local Governing Boards. These responsibilities have been organized into 'The Schedule of Accountability' and are supported by checklists, which provide relevant questions for governors to ask. To carry out these responsibilities, governors will usually need to visit the school, although some responsibilities can be carried out 'virtually' e.g. by Skype, providing staff are happy with this.

Protocols

It is important for all parties to understand that governors' classroom visits are not a form of inspection and do not involve governors in making a judgement on the quality of education. That remains the responsibility of the Headteacher and the Senior Executive Leaders.

Staff are very busy people whose first priority must be the children. Governors should avoid interrupting teaching. They should be sensitive to challenging situations and flexible in their expectations.

Before visiting the school, governors must be clear about why they are visiting and arrange the visit in advance, usually with the headteacher, who will guide their work.

This is often most efficiently arranged at the end of the LGB meeting before the visit.

During the visit:

- keep to the time you agreed;
- never interrupt a teacher or distract pupils from their work;
- avoid giving too much attention to children you know out of school;
- be sensitive to the mood of the classroom;

Do not:

- use too much staff time;
- check on the progress of your own or known children;
- pursue personal agendas or issues;
- treat the visit as a form of inspection.

On all visits, governors should refer to the list of questions relating to RE and Catholic Life, Checklist A, in 'Checklists to Support Governors' and include a comment on the Note of Visit.

After the visit:

Thank the teacher or the member of staff who has helped, if this is possible without interrupting the teaching.

Complete a Note of Visit form. This is a vital part of a governor's monitoring role and should contain only statements of fact on what was observed or what was not observed.

Appendix 1 Note of Visit

Any governor who needs help with the completion of Notes of Visit should let the Chair of Governors know, so that help can be arranged at the earliest opportunity.

At the meeting of the LGB following the visit, governors should bring copies of their Notes of Visit for the monitoring file. They should be prepared to summarise their observations for other members of the LGB.

February 2020

Due for review December 2020

Note of Visit

Date	Time	Duration
Meeting with:		
Responsibility as Schedule of Accountability/Focus of visit:		
Observations:		
Follow-up:		
Signed:		
<i>Please bring a copy to the next meeting of the LGB</i>		