



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 organised into 'The Schedule of Accountability' to help local Governors to fulfill their responsibilities. Checklists have been created to support Governors in their work. These are referenced in the 'Schedule of Accountability'.

On all visits Governors should refer to the list of questions on RE and Catholic Life and record their observations. See Checklist A in 'Checklists to Support Governors'.

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 teaching or learning. That remains the responsibility of the Headteacher and the Senior Executive Leaders.

Whilst visiting, Governors must be aware that staff are very busy people, whose first priority must be the children. Governors should be sensitive to situations and flexible in their expectations. If challenging situations arise during a visit, it may be appropriate for the Governor to leave the classroom.

Before visiting the school, Governors must be clear about why they are visiting. All visits should be arranged in advance, usually with the Headteacher who will guide their work. Some activities can be successfully completed over Zoom, which saves time and travelling. Visits are often most efficiently arranged at the end of the LGB meeting before the visit.

During the visit:

- keep to the agreed time;
- 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 attempt to make judgements about the professional expertise of members of staff, especially with regard to the quality of teaching;
- use too much staff time;

- check on the progress of your own or known children;
- arrive with inflexible or preconceived ideas;
- pursue personal agendas or issues;
- treat the visit as a form of inspection.

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 (NOV) form. This is a vital part of a Governor's monitoring role and should contain only statements of fact on what was or was not observed. It is courteous to share the NOV with the Headteacher and the member of staff visited to check for factual accuracy before sharing it with the LGB.

Appendix 1 Note of Visit

Any Governor who needs help with the completion of the Note of Visit forms 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/activity, Governors should bring copies of their Note of Visit forms for the monitoring file. They should also be prepared to summarise their observations for other members of the LGB.

October 2021

Due for review December 2022

Note of Visit

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

Chair of Governor's Running Record

On the form below please record any contact or meetings that you have with the Headteacher.

Date/Time	Summary of Discussions
Autumn	
	Meeting with Link Director See Note of Visit
Spring	
	Strategy meeting with Link Director and ESM See Note of Visit
Summer	
	Strategy meeting with Link Director and ESM See Note of Visit