

Lydeard St Lawrence Community Primary School
Close Community, Wide Horizons

Governor Visits Protocol

Governor Visits

Through our programme of individual governor visits we aim to:-

- Improve governor knowledge of the ethos of the school and awareness of the work on the curriculum.
- Assist the whole governing body to fulfil its statutory role.
- Improve governor understanding of the needs of the school and the priorities for the future school development plan.
- Monitor and evaluate the current school development plan especially in relation to curricular issues
- Improve governor links with staff, pupils and parents.
- Help governors to be better able to support the school community.
- To highlight the needs for particular resources.

Timetable of visits

- All governors to visit at least once a year during the working day.
- All new governors are offered an introductory visit soon after their appointment to the governing body as part of their introductory programme.
- Governors are welcome to informally visit the school (with 2 weeks prior notice if the visit is during the school day) taking into account the needs of all concerned and the appropriate timing of visits e.g. assemblies
- Specific invitations are sent for some occasions.
- Visits to talk with the head or curriculum coordinator can also be made by appointment.
- Governors receive copies of parents' newsletters which contain notice of events and are welcome to attend these.

Focus of Monitoring Visit

Visits will focus on aspects of the school development plan, and on carrying out the work of the governing body e.g.; SEN, Health and safety, Link governor roles.

The visits could have particular emphasis on one year group, or on one major aspect of delivery of the curriculum. The Education committee will discuss the focus of these visits and suggestions brought to the whole governing body.

What governor visits are NOT about;

- Making judgements about quality of teaching and operational management
- Checking the progress of own children
- Pursuing personal agendas
- Monopolising teachers time
- Arriving with inflexible preconceived ideas
- Interrupting, giving ideas or suggestions during teaching time

Format for visits

1. Arrange a visit with the headteacher and agree the aim of the visit and arrangements for it at least 2 weeks advance. The headteacher will brief the staff and if necessary arrange a discussion about the subjects to be covered in advance of the visit.

2. The visit - Most visits take place in the classroom and staff will have been consulted about the date and purpose of the visit. This will have enabled them to prepare any information related to the focus of the visit and to set up a programme for the governor. This might include;

- Supporting a group of children on a set task
- Informal observations of children at work
- Opportunities to speak with children on their work in progress
- Opportunities for observing displays of work in the classroom which show progress over time
- Opportunities for pupils to demonstrate work to governors
- Governors would be expected to be present at the beginning of a lesson - this will enable the teacher to introduce them to the class and explain the reason for their presence.
- Governors should be aware of the confidentiality of what they see and hear
- Governors should be discreet so as not to disrupt the lesson in progress.

3. If necessary, a further meeting with the Headteacher or curriculum coordinator to review the focus of the visit and clarify any queries.

The follow up

1. Governor to fill in a standard report sheet for governing body/staff as appropriate.
2. Feedback to governing body in the appropriate committee that the visit has taken place.
3. Staff and governors to give opinions on the effectiveness and success of these visits
4. Governors and staff to update the protocol every three years.