



HOLY TRINITY

Church of England Academy

Protocol for Governor Monitoring Visits

The Role of Link Governors

Welcome

Governors have a responsibility to monitor and evaluate the progress of their school and contribute to the school self evaluation process. This can be done through a variety of methods including reports from the head teacher and senior staff, analysis of statistical data and, perhaps most importantly, through first hand observation.

It is not always easy for every governor to set aside time to visit school during a working day, but the importance of visits by a representative number of governors cannot be understated. For such visits to be positive and supportive they must be planned in a way that enhances the governing body's understanding of an aspect of the school's work. Therefore, it is important that a protocol for visiting the school is agreed and observed between the governors and the head teacher. Also, care should be taken not to place any additional unnecessary workload on staff.

Governor visits are not:-

- To inspect the school;
- To make judgements about the quality of teaching;
- Unplanned and unannounced;
- Unfocussed.

Governor visits should:-

- Have a clear purpose;
- Be formally arranged and agreed with all parties before the visit takes place;
- Be an opportunity to celebrate and recognise what the school does well;
- Give the visitor the opportunity to ask further questions;
- Give the visitor the means of reporting certain aspects of the visit back to the full governing body;
- Help contribute towards building positive relationships between staff and governors.

The purpose of a governor visit shall be:-

- To fulfil the governing bodies legal duty "to conduct the school with a view to promoting high standards of educational achievement";
- To develop a governors understanding of the schools strengths and areas for development;
- To support the schools work;
- To contribute to the governors monitoring role;

- To enable individual governors to ask informed and challenging questions at meetings;
- To help governors understand the teaching and learning process;
- To see policies in action;
- To give governors an enhanced sense of identity with their school.

Governors should note:-

- There should be a clear annual timetable for formal monitoring visits involving all linked governors;
- Formal visits should have clear focus, ideally linked to the school development plan. Most governors have limited time, therefore, time spent on visits should add value and have an agreed timescale;
- Governors visit as lay people, not inspectors. Remember a visit only ever provides a snapshot of what ever goes on and does not always present a balanced picture. Queries can always be clarified following the visit with the head teacher or member of staff;
- Ideally governors should consider a variety of types of visits with some focussed on the classroom but others might include, for example, the playground, health and safety, sampling work, attending an assembly etc. Whatever the focus it is important that the visit links with the school development plan;
- Governors do not undertake visits to judge the quality of teaching and learning.

Reports

- Written reports should be provided as a record of all visits and copies circulated to governors with a further copy held in school as evidence of governing monitoring. A simple proforma is attached. Individuals should not be named.

Suggested Visit Protocol

Before

- A mutually convenient time for all involved will be arranged.
- Governors will receive supporting information before the visit.

During the visit governors should

- Be punctual
- Not lose sight of the purpose of the visit
- Be courteous, friendly, not critical
- Listen, do not talk too much
- Observe discreetly, take minimal notes
- Ask questions sparingly during the visit so not to distract the teacher / class
- Get involved in activities if invited
- Never comment to the teacher concerned on the conduct of the lesson or individual pupils
- Thank staff and pupils at the end of the visit

After the visit governors should

- Discuss their observations with the head teacher
- Draft a short written report
- Never make judgements of teachers or pupils

- Show the draft report to the head teacher before distribution to governors
- Discuss any other issues with the chair
- Reflect on how well the visit went to improve future practice

Governors can also make informal visits by attending in a more personal capacity but always with the knowledge and approval of the Head Teacher. Such visits add value to governor's individual knowledge and understanding of the school and can strengthen relationships and foster trust and respect between staff and governors. Such visits could include attending plays or concerts, helping on trips or helping at the school fair.

Area of Responsibility	Name of Governor	Liaising with	Reporting to
Child Protection and SEN			
Literacy			
Mathematics			
Art			
RE/Worship			
Modern Foreign Languages			
ICT			
Health and Safety			
Safeguarding and Looked After Children			
Buildings and Premises			
Music			



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Governor Monitoring Report Following School Visit

Governor Name
Date of Visit
Class / Year Group / Member of Staff
Subject, purpose of visit and link to school improvement plan
Details of observation
Any areas highlighted by staff or following discussions with staff