



Hunnyhill Primary School

Date of Review	October 2019
Next Review Due	October 2020
Staff Responsibility	-
Responsibility FGB/Committee	FGB
Signed by Chair of Governors	

Governor Visit Protocol

Aims

This policy sets out the agreed protocol for Governors visiting the school during school hours. A Governor visit is not a volunteering visit which must be arranged under the **Volunteers and Agencies in School Policy**. A Governor may only file a report when in school **in the capacity of a Governor**.

Protocol

Governors may visit the school in support of the school's RAP. The visit must always have a specific purpose agreed with the Headteacher prior to the visit taking place. This may include for example discussions with a specific staff member, SEN monitoring, watching a lesson, or a learning walk. Please allow 7 calendar days for arrangements to be made. The Headteacher will find the most appropriate time/activity for the monitoring needs.

Before visiting the school a governor must:

1. Understand and accept the need for confidentiality
2. Establish a clear agenda for the visit
3. Contact the Headteacher to make arrangements for the visit and, if a classroom is to be visited, check with the Headteacher that the teacher concerned is aware of the reasons for the visit, how it will be reported, and the limits of a Governor's reporting
4. Prepare carefully for the visit; for instance checking relevant documents and online resources.

During a visit to the school a Governor will always:

1. Be punctual, courteous and appropriately dressed
2. Wear an identification badge and sign-in so that their presence in the school is known
3. Remember that as a Governor you are there to inform yourself and the extended Governing Body, not to make judgements
4. Quietly watch what is taking place in any classroom you may visit and make any necessary notes discreetly

5. Ask questions of children and adults working in the classroom, or at any other place within school, at a suitable time and do not interrupt the flow of a lesson

During a visit to a classroom a Governor should:

1. Remain seated during teaching time and move around the classroom only as agreed with the teacher
2. Remember that a teacher has many responsibilities during lesson time and may not always be able to find time to speak to you until after the lesson
3. Ensure that conversations with adults and children working in that classroom are appropriate to the reasons for the visit
4. Try to understand all that is going on in the classroom during the visit. For instance, the way children are seated, the groups they work in, the distraction caused by a range of behaviours and the role of the teaching assistant in the classroom are all relevant to learning
5. Consider the atmosphere in the classroom, the comfort of the children and the resources available for your topic
6. Cover ALL aspects of the stated reason for your visit, keeping visiting time to the minimum time needed to do so
7. Confine the visit to the areas defined in the agreement with the Headteacher and do not walk unaccompanied around the building unless it is agreed that this is acceptable

In the event that a Governor should see something which they consider to be detrimental to a child's needs, or a safeguarding matter of any kind, comment should only be made quickly and privately to the Headteacher, or in their absence the Deputy Headteacher.

After a visit a Governor will:

1. Write a report as soon as possible after the visit using the current visit report form
2. Avoid comments about individual staff members and never include pupils' names.
3. Forward the report electronically to the Clerk to Governors
4. The report will be forwarded to the Headteacher and the Chair of Governors for approval before distribution.
5. The Headteacher will share the report with any staff member concerned in the visit
6. The report will be circulated to all Governors at the next appropriate meeting for questions and discussion

Please also see: **Safeguarding Policy, Volunteers and Agencies in School Policy, and the Governors Code of Conduct**

The Governor Visit Report template is available from the Clerk to Governors