

# BROAD CHALKE CE VA PRIMARY SCHOOL

## GOVERNORS VISITS TO LESSONS

**Mission Statement: With the love of God we learn, care, grow and share**

This protocol has been agreed by both staff and governors. Every September the school will develop an agreed schedule for governor visits which will be found in the SDP. This will reflect priorities in the SDP and the specific responsibilities of governors.

### PURPOSES OF VISITS

#### **For Governors**

- To gain a better understanding of aspects of the work of the school
- To develop good relationships between governors and staff
- To become familiar with the working environment of the school
- To get to know the pupils
- To learn to recognise different teaching styles
- To observe the implementation of policies and schemes of work
- To ensure more informed decision making at governing body meetings
- To recognise and understand the constraints within which schools work
- To observe the use of (or need for) practical resources

### PROCEDURES

- Consult the agreed schedule for governor visits in the SDP.
- Arrange the visits directly with either subject leaders (subject visit) or class teacher (class link visit), giving reasonable notice and a choice of dates and times, avoiding assessment weeks. The subject leader will liaise with individual class teachers for subject visits.
- Agree the purpose of the visit in advance (see list above for ideas)
- Inform the headteacher of the date of visit.
- On arrival sign the governor visitors' book and wear a governor visitors' badge.
- Complete a visit report and give a draft to the subject leader or class teacher within a week of the visit.
- If you have concerns raise them verbally with the headteacher.
- Keep details of visits confidential to the governing body and teaching staff.
- Observe the procedures overleaf.
- Governors may also be invited to observe teaching as part of the interview process.

Date agreed by FGB: May 2013  
Reviewed: May 2016, May 2019  
Review due: May 2022

## PROTOCOLS TO BE OBSERVED

	Always	Never
Before	<ul style="list-style-type: none"> <li>• Arrange details of visit so it is convenient</li> <li>• Agree purpose of visit</li> <li>• Discuss context of lesson to be visited</li> </ul>	<ul style="list-style-type: none"> <li>• Turn up unannounced</li> <li>• Arrive with pre-conceived ideas</li> </ul>
During	<ul style="list-style-type: none"> <li>• Fulfil the agreed purpose</li> <li>• Remember it's not an inspection!</li> <li>• Observe and make notes discretely to help with your written report</li> </ul>	<ul style="list-style-type: none"> <li>• Interrupt the teacher</li> <li>• Check on the progress of your own children</li> </ul>
After	<ul style="list-style-type: none"> <li>• Thank the teacher and pupils</li> <li>• Give praise where it is due</li> <li>• Discuss observations with the subject leader and class teacher referring to the purpose of the visit</li> <li>• Draft your report while it is still fresh in your mind. 1 side of A4 using the agreed format is adequate</li> <li>• Give or email a draft copy of your report to the teacher or subject leader and be prepared to amend it.</li> <li>• Email the report to the Clerk to circulate with other papers for the next meeting</li> <li>• Be prepared to give a short verbal introduction and answer any questions</li> </ul>	<ul style="list-style-type: none"> <li>• Leave without a word</li> <li>• Make any judgement on the quality of teaching and learning</li> <li>• Name staff or pupils</li> <li>• Write a long report</li> <li>• Hand round your report at the next meeting</li> <li>• Read through your report in the meeting as this is not a good use of time</li> </ul>

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## Agreed format for Governors lesson observation

Name of governor	Date
Purpose of visit	
Link with SDP	
Governor observations	
Any questions	
Any key issues for the governing body	