



LINK GOVERNOR VISIT PROTOCOL

Governors' Protocol for Focussed Visits to Clayton Village Primary School

Aims and objectives of Link Governor Role

1. To ensure Governors have a thorough understanding of the workings of a particular area within the school in order to offer support and challenge as 'Critical Friend'.
2. To offer high quality knowledgeable feedback to the Governing Body.

Proposed Timescale

Meeting once a term, arranged in advance at a mutually convenient time between Link Governor and appropriate member of staff.

- Governors should agree an agenda before the meeting, as per termly focus below. Brief notes should be made using the proforma below
- Governors should make the intentions of the meeting clear – i.e. they are not about judgements, but about becoming fully aware of what is happening in the particular area and to move progress forward
- Principal should be informed of the meeting
- Any issues which arise should be referred to the Principal for clarification before being presented to the Governing Body.
- Governors only visit lessons or speak to pupils at the request of the member of staff. Governors role is not to make judgements about the quality of teaching

Following a Visit

On completion of the visit the Link Governor should complete their report within 10 working days and return it to the member of staff they met with in order to validate the report. (Any amendments to be agreed by both parties.)

Governors are then to report back to the Governing Body and the signed original must remain at the Academy.

Link Governor Protocol

Link Governors will work mainly with members of Senior Management Team to support the work of the school through better knowledge and understanding of one particular area.

They will help:

- Review the work of the school
- Support the work of the staff
- Improve outcomes for pupils
- Provide high levels of challenge
- To inform strategic priorities
- Systematic evaluation of the school

Relationships will be:

- Supportive
- Constructive
- Challenging

Areas for discussion will include:

- School SEF
Review of the SEF will enable Governors to challenge the staff member in relation to results, strengths of the particular area and areas of development with suggested actions for the short and long term
- School Development Plan
Review of the development plan will enable Governors to question staff regarding the current situation in the area. They will question what the successes have been and discuss the challenges. They should have a clear picture of staffing issues (such as those around training, recruitment and retention); resources (such as departmental needs, wants and wishes) and next steps to ensure success
- Teaching and Learning
Governors will be expected to check what improvements there have been against the new framework; where teaching (and learning) is, identify expertise/success and discuss challenges and barriers to success

Governors must be careful to avoid judgements. This is an information gathering exercise to inform improved governance.

- Meetings to be regular e.g. once a term
- Meetings to be arranged in advance
- Agenda pre determined through negotiation
- Any issues/concerns should be addressed to the Head teacher

Termly Focus

Term 1	External exam results analysis; School Development Plan and SEF review
Term 2	Review of RAISEonline; School Development Plan and SEF. Analysis of progress; intervention and the impact of these interventions
Term 3	Review of School Development Plan and SEF. Analysis of progress; intervention and the impact of these interventions

Suggested Questions for Link Governors

- How does the particular curriculum area see itself in terms of meeting school improvement plan/academic targets?
- What are the curriculum's current needs? (and what is being done to address them)
- What systems are in place to move the subject forward? (ie showing improvements/impact)
- How can you show that recent improvements (in results) can be sustained?
- How is the day to day management of pupil progress measured?
- What happens when expected outcomes are not realised?
- Where is the evidence to show that the school ensures the progress of all students in all years and with different groups of students? (Groups include SEN, FSM, Boys, Girls, G&T)
- Are any groups of students underachieving? If so, what is being done to improve progress and how is impact measured?
- How is tracking and monitoring of achievement managed?
- How confident are you that you have a close handle on planning / marking / assessments / moderation? (ie is QA effective in raising standards and ensuring robust systems that ensure progress?)
- What do you feel needs to happen to sustain improvements?
- What are the main challenges to your subject area this term/year?
- How does the SLT hold the subject leader to account?
- How do you hold your staff to account?
- To what extent does your understanding of pupil premium inform your leadership?
- How does performance management work to raise standards (outcomes and teacher expectation) in your subject area?
- How do you identify CPD need? How is its effectiveness measured?
- How is literacy and numeracy embedded in the work your subject does?
- Where is the evidence that English and Maths in your subject impacts on pupil achievement?

Link Governors School Improvement Priorities:

School Improvement Priority	Link Governor	School Contact
Priority 1 Assessment without Levels		Heidi Rahim Sarah Duke
Priority 2 Teaching and Learning	Penny Silson	Rebecca Cradock
Priority 3 Pupil Premium Funding	Rowan Russell	HeidiRahim
Priority 5 Behaviour, Attendance and Punctuality	Chetna Taylor	Heidi Rahim Caroline Tomkinson
Priority 6 EYFS Outdoor Provision	Iain Mewse, Caroline Tomkinson	Emily Bennett Nicola Walton

Link Governors Subject

Subject Area	Link Governor	School Contact
SEN/Inclusion	Lyn Alderman	Emily Bennett & Heidi Rahim
Safeguarding	Penny Silson	Rebecca Cradock
PM	Catherine Dodds, Iain Mewse	Rebecca Cradock

School Contact Details

Name	Email Address
Rebecca Cradock	Rebecca.cradock@cvprimary.co.uk
Heidi Rahim	Heidi.rahim@cvprimary.co.uk
Sarah Duke	Sarah.duke@cvprimary.co.uk
Emily Bennett	Emily.bennett@cvprimary.co.uk
Nicola Walton	Nicola.walton@cvprimary.co.uk
Caroline Tomkinson	Caroline.tomkinson@cvprimary.co.uk

Link Governor Report

Name of Governor:	Linked to: (curriculum area or SDP priority)
Visited (name of member of staff):	Date of visit:
Objectives and outcomes of visit: (submit 3 questions prior to visit for which you will focus on during the visit) :	
Brief notes (include reference to questions and their answers where appropriate):	
Agreed with school contact Name:	Date:
Signature of Governor:	Date:

