Guidance for Subject Co-ordinators for Governors Visits

It is part of the Governing Body's duties to monitor the standards of learning across the Curriculum. Their role as a 'critical friend' to the School can be a useful and valuable source of feedback for subject co-ordinators.

This guidance has been produced to ensure that both governors and Subject Leaders are clear on their roles in monitoring the standards in specific curriculum areas.

1) The Governor for your subject area should contact you in the first place, to introduce themselves and to make a mutually convenient appointment for a school visit. However, the subject co-ordinator can also contact the subject governor.
2) Check the Self-evaluation Calendar and the Curriculum Review Calendar to help you decide the focus for the visit. You and the governor should agree a focus before the visit.
3) Check that the governor has seen the subject policy and action plan prior to their first visit.
4) Be prepared for the visit. For example, you may want to share data you have collected or look at data from County etc. If you want to do a pupil conference, you need to have agreed this with the SLT and the staff before the visit. Similarly, if you want to visit a classroom/teacher, this also needs to be agreed beforehand.
5) Consider whether anyone else needs to attend the meeting. For example, if one of the support staff has been working with you on an area of development, it would be useful for them to meet with the governor too.
6) When the visit happens, remember that you and the governor should mutually agree actions points and next steps.
7) Be prepared to give brief, verbal feedback to staff at the next staff meeting following the visit.
8) Keep a log of any visits from your governor and write a short report, using the template provided. Send a copy of this report to the headteacher, preferably electronically. If you require significant staff meeting time to raise any issues with staff, you need to organise this with the headteacher as soon as possible.