




*Protocol for  
Governors' Visits to  
School*

## Document Control

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<b>Author:</b>	N Crompton
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1	Oct 13	Implement new protocol	P Rice
2	Oct 14	Scheduled review of protocol	P Rice
3	Oct 15	Scheduled review of protocol	B Brown
4	March 17	Review and update of protocol	N Crompton

Approval		
Meeting	Date	Chair
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# 1 Why we visit school

The aims of the visiting governor programme at Wirksworth Federation of Infant Schools (the Federation) are broadly in order that governors can meet the strategic objectives as laid out in the current strategic plan and related work plan. More specifically visits may:

- enable governors to develop a greater understanding of the way the Federation operates
- enable governors to become better informed about the Federation
- allow governors to see the curriculum in action
- enable governors to be visible and engender good relationships between governors, staff and children
- contribute to the Governing Body's monitoring role

**Governors do not undertake lesson observations but visit school to understand the working of the Federation.**

All visits will be part of a planned programme linked to the School Improvement Plan, and the purpose and scope of each visit will be agreed in advance.

# 2 Preparing for a visit

Visits must be arranged in consultation and agreement with the Headteacher who in turn will liaise with staff.

The Headteacher and teachers will promote governor visits as valuable and positive. The children will be informed of who the visitor is, and what they can expect them to do.

The schools will provide visiting governors with relevant information before the visit. Where possible a timetable of visits will be formulated at the beginning of the academic year.

# 3 Things to consider during a visit

Each visit will start with a meeting with the Headteacher to ensure any last minute changes to the arrangements are discussed. The Headteacher is free to change the arrangements if necessary, including postponing the visit. **Confidentiality will be adhered to.**

Where possible visits should be limited to the specific purpose and time slot predetermined for the visit. It might be helpful to take a blank governor visit form to annotate the visit

## **4 What to do after a visit**

Any points arising from the visit will be discussed with the Headteacher in the first instance. The Headteacher will ensure time is available for a brief meeting with the visiting governor at the end of the visit.

Feedback on the visit to the Governing Body will be in accordance with pro forma included as Appendix 1. A list of proposed visits and suggested feed back avenues is attached.

Complete the visit form as soon as convenient and forward to the Clerk to the Governors, the Chair of the Governors and the Headteacher. Any outcomes/next steps from the visit will be discussed with the Chair and Headteacher prior to further plans or actions being implemented. The content of any written report will be checked with the Headteacher in consultation with the Chair before it is circulated. A proforma report form is attached.

Feedback must not contain evaluative or judgmental comments about the quality of teaching and learning. This is not the purpose of any visit to school.

## **5 Review of this protocol**

This protocol will be reviewed in accordance with the Federation's monitoring and review cycle. The Governing Body may, however, review the policy earlier than this in response to new regulations or if they receive recommendations on how the policy might be improved.

# Appendix 1: Governor Visit to School

Name of Governor: \_\_\_\_\_ Date of Visit \_\_\_\_\_

<p><b>Purpose of visit:</b> (Linked to governor work plan/ Strategic Development Plan)</p>	<p>E.g. SDP 1.4 The federation has effective and supportive nurture provision.</p> <p>Visit as part of continued (termly) work plan observations of nurture provision</p>
<p><b>Governor Comments:</b> (Purpose achieved? What did you learn? How long where you there?)</p>	<p>E.g. Spent the morning (9:30 am- 11:30 am) with the nurture lead. She spent some time explaining her objectives for the session. I then observed the delivery of the nurture session to 4 children from across the federation. I learnt about the Boxall profile was used in school, how the nurture lead planned the sessions and got to see the children in a nurture setting.</p>
<p><b>Questions for the school?</b> To be discussed with the head teacher</p>	
<p><b>Feedback to governing body:</b> (Resources allocated, progress against policies)</p>	<p>E.g. The nurture provision is resourced primarily through pupil premium...</p>
<p><b>Actions following Governing Body Meeting</b> (To be completed after feedback made.)</p>	<p>To be discussed with Chair &amp; Head teacher</p>

Signature of Governor:

Date:

# Governor Visit to School



Name of Governor: \_\_\_\_\_ Date of Visit \_\_\_\_\_

<p><b>Purpose of visit:</b> (Linked to governor work plan/ Strategic Development Plan)</p>	
<p><b>Governor Comments:</b> (Purpose achieved? What did you learn? How long where you there?)</p>	
<p><b>Questions for the school?</b> To be discussed with the head teacher</p>	
<p><b>Feedback to governing body:</b> (Resources allocated, progress against policies)</p>	
<p><b>Actions following Governing Body Meeting</b> (To be completed after feedback made.)</p>	

Signature of Governor: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 2: List of proposed visits

Type of Visit	Governors involved	Staff Involved	Frequency	Feedback	Responsible for Organising
Monitoring of whole school performance target	NC, LH	Teaching Staff, HT	1/2 times a Year	HT/chair / clerk L&T Work plan	NC, LH
Foundation governor - collective worship, RE syllabus	Foundation Governors	RE subject leader, HT	1-2 times a Year	HT/chair / clerk L&T Work plan	Foundation governors
H&S Committee	H&S link	HT, H&S group	Minimum 3 times a year	Res. Work plan	HT, H&S link
Learning Walks	All Governors (L&T)	All relevant staff	1 times a year per school	L&T	L&T Chair
Assembly to introduce governors to children	Any available	Head teacher	1 per year in Autumn 1	FG	Chair & HT
Data Triangulation Exercise	Data Link governor	Head teacher and appropriate staff	3-4 meetings as required	L&T	Chair L&T & HT
AM/PM monitoring	AM/PM Link governor	AM/PM manager/ School business officer	As required	Res/ FG	Link governor
Safeguarding link governor	Safeguarding link governor	Safeguarding lead	1 each half term	FG	Safeguarding link governor and SENCO/ Safeguarding lead
Budget Meetings	Chair Res, Chair	Head Teacher	As required	Res	Chair of Res/ HT