




## MANOR INFANT SCHOOL

<b>Approval By:</b> School
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<b>CHAIR OF GOVERNORS &amp; HEADTEACHER TO COMPLETE</b>
<b>Review Approved (signature):</b> 
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### **Governors Visit Protocol**

*'Valued as Individuals, Inspired as learners'*

This protocol will apply to all visits by governors for the academic year 2015/2016.

#### **Introduction.**

Whilst governors are an intrinsic part of the school structure, with legal duties to ensure that the school is meeting its operational, curricular and financial obligations under various acts of law, they do not have an automatic right to enter the school whenever they wish. However, to ensure that governors are able to meet these duties, they need to be regular visitors to the school. Their visits need to be co-ordinated with the head teacher who has the responsibility for the day-to-day management of the school. Any request for a visit should be for an agreed, clear and specific purpose.

#### **Purpose of the visit.**

The purpose of a visit should be to achieve one or more of the following:

- improve governor knowledge of the school and the people that work in it
- assist the governing body in monitoring the implementation of the school development plan
- assist a governor to fulfil a specialist governor role such as inclusion
- assist the governing body in fulfilling its statutory duties
- assist the governing body in making informed decisions
- governors should not pursue any personal agendas or arrive with inflexible preconceived ideas.

Governors are not to make any judgements about pupils' work, behaviour, any teacher's classroom practice or issues relating to the day to day running of the school. Those are the responsibility of the head teacher.

### **Planning the visit.**

Visits should be undertaken only for a specific reason and formally requested of the head teacher. The visit can only proceed if the head teacher agrees to the reason and understands what the expected outcome is likely to be. The date and time should be agreed, but if the visit is to involve any member of staff, then that member of staff must be fully involved in the planning through the appropriate member of the leadership group.

The governor(s) making the visit should make themselves fully acquainted with health and safety procedures, including fire safety, prior to making the visit.

### **During the visit.**

Governors will at all times report to reception upon arrival and register their presence by signing the governors book. If possible, the head teacher or the deputy should be informed of their arrival.

At all times on school premises, governors will wear their identification badge.

If visiting a classroom, the governor must arrive at the time planned to avoid disrupting the learning process, and follow the agreed purpose of the visit. Governors must be aware that some teachers may feel nervous or stressful about having a visitor in the classroom.

At the end of the visit thank everyone concerned including the children.

Governors should be aware of their behaviour and act in accordance with "the Manor Way" at all times.

They must ensure that they avoid any implication that they are inspecting, such as by using a clipboard.

Any concerns arising should be raised sensitively with the head teacher or another member of the senior leadership team as soon as possible; ideally, on the day of the visit as this will allow for feedback/ ask questions on anything the governor may not have understood.

### **Following the visit.**

After visiting the school, the governor(s) should give some time to reflect on the original purpose of the visit and how well the visit met the stated goal(s).

Governors should complete a visit report outlining the purpose and results of the visit which should initially be shared with the head teacher before being lodged in the governor visit report folder. (The head teacher may wish to share the visit report with all appropriate staff involved). Appendix 2 shows the standard report to be used by governors for each visit.

Visit reports can be summarised at the appropriate committee for wider governor communication.

## Appendix 1

### Protocol for visits

Governors visit their school to enhance their understanding of the school's work and to help fulfil their responsibilities of monitoring and evaluating the school.

We have an agreed schedule of governors' visits to the school, reflecting the priorities in the school development plan and the specific interests and responsibilities of governors, and we keep a file of visit reports.

	Always	Never
Before	<ul style="list-style-type: none"> <li>• Agree the purpose of the visit</li> <li>• Agree the date and time of the visit.</li> <li>• Agree the approximate duration of the visit.</li> <li>• Consider any practicalities involved, such as lunchtime, assemblies, school trips, other visitors.</li> </ul>	<ul style="list-style-type: none"> <li>• Turn up unannounced.</li> <li>• Change the date and time</li> </ul>
During	<ul style="list-style-type: none"> <li>• Sign in on arrival.</li> <li>• Wear your identity badge.</li> <li>• Introduce yourself to staff and pupils.</li> <li>• Note and praise the positive.</li> <li>• Ask questions to increase understanding.</li> <li>• Remain focused on the purpose of the visit</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in with a clipboard.</li> <li>• Arrive with preconceived ideas.</li> <li>• Interrupt the teacher.</li> <li>• Make professional judgements about staff expertise (governors are not inspectors).</li> <li>• Pursue your own personal agenda/focus on the progress of your own child.</li> <li>• Monopolise the children's or the staff's time.</li> </ul>
After	<ul style="list-style-type: none"> <li>• Thank the teacher and pupils.</li> <li>• Discuss visit with the teacher.</li> <li>• Write a thank you note to teacher and pupils.</li> <li>• Compile a report using the template in Appendix 2</li> <li>• Raise any concerns sensitively with the head teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Leave without a word.</li> <li>• Leave without signing out.</li> </ul>

## Appendix 2.

### Manor Infant School Governors visit report form

<b>Name:</b>	<b>Date of visit:</b>
<b>Focus of visit (links with School Improvement Plan):</b>	
<b>Staff met:</b>	
<b>Lesson/Event:</b>	
<b>Observations on focus of visit:</b>	
<b>Key issues arising for governing body:</b>	
<b>Follow up Action:</b>	