



## Bromley Heath Infant School PROTOCOL FOR GOVERNORS' VISITS TO SCHOOL

*"The Governing Body should plan visits to cover a wide range of school work and each visit should have a clear purpose. Visits by governors can be useful and informative. They do not replace professional inspection or the monitoring and evaluation carried out by the Headteacher.  
"A Guide to the Law for School Governors" (DfEE 2000)*

Staff and governors are accountable for the performance of the school and it is essential that they work in partnership towards shared goals- To do this governors need to see the school in operation.

The following guidelines have been established to ensure all stakeholders know what is expected of them and why.

The protocol applies to formal visits by governors to the school as identified in the Governors' Monitoring Schedule. They do not apply when governors help in school. At these times governors are in school in their capacity as volunteer helpers and not as School Governors

### **GUIDELINES**

**All visits by governors to the school (dates, times and purpose) should be arranged in advance and confirmed the day before.**

This will help to avoid particularly busy or stressful times. Exceptions to this are when governors are invited to assemblies or to accompany trips.

**The Headteacher/Deputy will communicate the dates, times and purpose of visits by governors to all staff via the staff bulletin/notice board.**

**Whenever a governor is attending a meeting on behalf of the Governing Body they should introduce themselves to the person leading the meeting or be introduced by another member of staff**

**Visits to classrooms can only be arranged if the class teacher agrees.**

Again this helps to avoid inappropriate times and enables the class teacher to assess potential immediate effects on teaching and learning.

**Where possible, visits to classrooms will be preceded by a short briefing from the class teacher.**

**Time for the teacher to "debrief" the visiting governor will be made available.**

This helps to set the lesson in context and will be more informative for the visiting governor.

**Classroom visits should help governors to understand aspects of the curriculum, school organisation or Government strategies eg English and Mathematics.**

However, it is not part of their role to judge the quality of teaching and learning in an individual class.

## **Governors should not make notes when visiting classrooms.**

This could be disconcerting for the teacher and the pupils.

**Governors need to observe confidentiality and not discuss anything they have seen with anybody other than the Teacher or Headteacher and, if appropriate, the governing body.**

**If a governor has any safeguarding concerns during their visit, they should report them with the Headteacher as soon as possible. This will enable the concern to be addressed immediately.**

**Governors should supply a brief written report of their visit to the Governing Body on the appropriate form (see Appendix A). No child or member of staff should be named in the report. Before being submitted to the Governing Body a copy of the report should be sent to the Headteacher, via the school email ([school@bhinfants.org.uk](mailto:school@bhinfants.org.uk)), Chair of Governors and, if it is appropriate, curriculum leader.**

This then becomes a formal record of governors' interest and involvement. It is also a way of celebrating the school's successes and the achievements of particular individuals and /or groups.

## **FURTHER NOTES FOR GOVERNORS**

### **Why are you visiting?**

- To get to know your school better
- To build up relationships with staff and pupils
- To learn about a particular area such as subject leadership or an aspect of the curriculum
- To contribute more effectively to the Governing Body's monitoring role
- To show the pupils and the staff at the school that you are interested.

### **What should you do?**

- Prepare for your visit by reading background documents relevant to the purpose of your visit
- Remember you are there to learn and observe, not judge
- Listen actively to gather information
- Be sensitive about when to ask questions in the classroom
- Check with the teacher before talking to pupils
- Put people at ease by being positive about what you see
- Thank staff for the opportunity to see them at work
- Respect staff privacy
- Evaluate your visit (see below) this provides proof of Governor monitoring

### **What to avoid?**

- Acting like an inspector
- Interfering with the organisation of the class
- Talking to the teachers or pupils whilst teaching is in progress
- Making promises to staff on behalf of the Governing Body
- Observing in the same class as your child, wherever possible

## **Evaluating visits**

Evaluating a visit can help make visits more productive. Ask yourself:

- Were the objectives of your visit realistic and appropriate?
- Were they achieved?
- Was your preparation thorough enough? Did you read the right material?
- Was any follow up to your visit appropriate? Was it effective?
- Will your visit require any further action?
- What did the Headteacher, staff and pupils think about your visit?

## **Governor/Staff partnership**

It is important that everybody in the school community can work together effectively and the following guidelines aim to facilitate this..

- All staff will wear photographic identification and governors will wear a visitors badge when in school and pictures of Governors will be displayed on a board in the entrance area. This will enable staff and governors to be familiar with each other.
- Governors should be made aware of new staff and where possible be introduced to them.
- Governors will be invited to school events and will hold a parent contact surgery during parent evenings.

These protocols have been agreed and adopted by the staff and Governors of Bromley Heath Infant School. They will be updated periodically and reviewed every two years.

## **Governor Protocol**

Guidelines set up: January 2009

Consultation with Governors: 3<sup>rd</sup> Feb 09

Consultation with Staff: Jan 09

Date of next review: March 2011

Reviewed and Updated – Sept 14



APPENDIX A

**BROMLEY HEATH INFANT SCHOOL  
SCHOOL GOVERNOR VISIT REPORT**

Name of Governor:
Date of visit:
Purpose of visit:
<b>Observations:</b>
Other comments:
Signed: