

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.



North Kidlington School

Governor School Visits Protocol

Rationale

Governors are a vital part of school development and it is essential that governors have a good knowledge of the day-to-day running of the school and an understanding of developments in education and changes to practice. Moreover, OFSTED assumes that Governors know the strengths and weaknesses of the school and will test this assumption during a school inspection..

Aims

The main aim of a governor visit is to inform. Visiting the school during the day will enable a governor to gain insight into the life of the school; develop relationships with staff and pupils and will enable a better understanding of the school's current performance, practice, strengths and areas for further development. Visits are also useful to develop a better understanding of the School Improvement Plan (SIP) and see theory put into practice. Visits should not form part of any other evidence base, e.g. a member of staff's performance management or to see how their own child is performing in class.

Practice

The Governors of North Kidlington Primary School recognise that one of the best and most effective ways they can get to know their school is to visit during the school day and see it at work. To this end, it is good practice for governors to visit the school at least once a year. The visit can focus on a specific line of enquiry (something linked with the SIP; a particular area of interest; or a general 'walk around').

The following practices should be observed:

- Notify the school a week before you intend to visit and take suggestions from the head on where to visit
- Enter classrooms quietly and remember to smile
- Look in books and talk to children about their learning
- Look at displays and the general classroom environment
- When you talk to children, consider timeliness – e.g. if the teacher is speaking to the class, wait until he/she has finished
- Talk with support staff (at appropriate times)
- No clipboards or note taking when in a classroom
- Be open, honest and positive
- At appropriate times, ask questions to help clarify your understanding (support staff can be very helpful here)
- Do not provide feedback to the teacher on their lesson quality even if you are asked (this is not your role)
- Remember things can go wrong for everyone; be sensitive to a difficult situation and consider if your presence is unhelpful
- Avoid visiting a classroom where your own child is being taught

- Say 'thank you' when you leave

After the visit

- If possible, discuss what you have observed with the teacher or staff lead. Use the opportunity to clarify any issue. For example, did the presence of a governor have any impact on the atmosphere in the classroom? If so, how?
- Refer to the purpose of the visit. Consider together whether it has been achieved.
- Complete the Governor Visits Form (Appendix A) as soon as possible while it is still fresh.
- Discuss observations with the Headteacher. Be prepared to take the comments of others on board and amend your report if appropriate.
- Agree with the Headteacher how and when you will report on your visit to the governing body.
- Reflect: how did that go? Has the visit enhanced relationships? Has this helped the governing board fulfil its duties? Has it given any ideas for future visits?
- After completing the Governor Visit Form, ensure it is sent to the relevant member of staff and Headteacher in order for them to check for accuracy and include their comments.
- Ensure the clerk to the Governing Board has a copy of your visit for the files.

Roles and responsibilities

The governing board is responsible for ensuring this policy meets the needs of North Kidlington Primary School and is regularly reviewed and monitored for its effectiveness. The headteacher is responsible for ensuring all staff are aware of this policy and that it is fully implemented.

Policy monitoring and evaluation

The Governing Board will review this policy at least once every 3 years or sooner if necessary. This review will consider:

- Are we doing what we set out to do?
- Are our visits achieving the potential benefits identified in the policy?
- Are we more able to make informed decisions?
- Do staff feel affirmed and valued?
- Have there been any unexpected benefits?
- How can we make the policy and practice even better?

Written: May 2019

Last Reviewed: October 2023

Next Review: October 2026



Appendix A

Governor Visits Form

Name:

Governor Role (e.g. English, Safeguarding, General):

Date of Visit:

Teacher/s or activity visited:

Purpose of Visit	
Links with SIP, subject specialization /interest	
Commentary (what did you see, what did you learn, how long did the visit last etc...)	
Any other pertinent information or points for discussion	

Signed:

Dated: