



Cardinal Pole Catholic School

**GOVERNORS' POLICY Approved July 2019
Review Date: June 2022**

PROTOCOL FOR VISITING GOVERNORS

The decision making functions of the Governing Body are enhanced by the Governors' knowledge and understanding of the school can be achieved in a variety of ways including visiting the school during lesson times. At Cardinal Pole, Governors are encouraged to visit the school and see first-hand how it operates and what life is like in a modern school, recognising that it is probably many years since they attended one as a student. However, for such visits to be successful and benefit all parties, it is essential that Governors are aware of and follow some simple guidelines.

In particular, they should note that Governors do not have any rights of access to the school and will not be allowed to walk around the school unaccompanied or be left alone with any student(s) during their visit. All visits are by invitation of the Headteacher (and other individual members of staff who may be seen during the day).

Visits should be undertaken as part of a strategic programme, approved by the Governing Body, with specific aims, e.g. to:

- improve their knowledge of the school, its staff, needs, priorities, strengths and weaknesses
- monitor and assess the priorities as outlined in the 'Priorities 2010 – Consistency of Execution' plan
- assist the Governing Body in fulfilling its statutory duties

Before planning any visit, the Governor should:

- inform the Headteacher of her/his proposed visit and its purpose
- ensure they are familiar with health & safety procedures, including what to do in the event of a fire

On the day of the visit, the Governor should:

- report to Main Reception and sign in
- use break and lunch times for pre-planned informal meetings with a member of the SLT, either in their office or observing students at play or other activities
- at the end of the visit the Governor should report back to Main Reception and sign out

After the visit the Governor should:

- complete a brief Visit Report outlining its objectives and outcomes
- report back to the Committee or Governing Body, as appropriate
- provide constructive feedback as appropriate

It is important that Governors remember that the purpose of their visit is not to assess the quality of teaching provision, nor to pursue issues that relate to the day to day management of the school, other than as agreed with the Headteacher/SLT.

It is not appropriate for Governors to visit or observe activities and/or lessons in which their daughter/son, or other person with whom they have a close relationship, is present.

Typically, each Governor will not visit the school during lesson time more than once per year, thereby allowing all Governors to visit each year without placing any undue burden on the school.

The following is intended to be a guide towards ensuring Governors' visits are successful

- determine the focus of your visit, including understanding the difference between a 'getting to know the school' visit or one linked to the priorities of the school
- arrange a convenient time and date beforehand
- ensure that staff are aware of the visit
- report to the Headteacher (or a member of the SLT in her absence) at the end of the visit
- Governors are there to observe and inform themselves and should balance the need to become more involved with intruding on teachers' time
- Governors should go into a classroom only when invited (in advance) to do so by the teacher
- Governors should talk to students only when invited to do so by the teacher, unless at a pupil panel.
- Governors should recognise that members of staff are always free to say that it is not convenient for a Governor to come in at a particular time
- these informal contacts should not be used to raise individual problems that should properly be resolved by the Senior Leadership Team

Governors are recommended to contact the Headteacher's PA in the first instance, when planning a visit to school during normal lesson times.

Appendix A



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Record Form of Governor's Visit to School

NAME:	DATE:
Name(s) of other Governor(s) also present:	
Name(s) and title of persons seen:	
Purpose of Visit: <i>How does the visit relate to the School Improvement Plan and school's objectives/ethos?</i>	
Governor observations and comments: <i>What did you see? What did you learn? What would you like clarified? Duration of visit?</i>	
Key issues for the Governing Body:	
Shared with the Headteacher	Date:
Sent to Clerk for Governing Body	Date:
Actions Agreed by GB or Committee: <i>Record any action agreed by the Governing Body/Committee with regard to this visit.</i>	