



Protocol for Governor Visits to School

2018

Aims

The aims of the visiting Governor programme at OLSPN School are to:

- Enable Governors to develop a greater understanding of the way the school operates
- Enable Governors to become better informed about the school
- Build up good relationships between governors, staff and pupils
- Contribute to the Governors monitoring role

How

- Visits must be arranged in consultation with the Headteacher and the relevant member of staff
- The purpose and scope of the visit will be agreed in advance
- The Governor making the visit will meet with the Headteacher before they visit the classroom/member of staff
- The Headteacher will ensure that they are available after the visit to discuss what the Governor has seen
- The school will provide the visiting Governor with any relevant information one week before the visit
- A written report will be completed by the visiting Governor using the agreed form (Appendix 1) and will be checked by the Headteacher. Reports will not contain evaluative or judgemental comments about the quality of learning and teaching
- Governors will be expected to make at least one formal visit per academic year

Appendix 1

Governor Visit Report Form

Name of Governor:	Date of Visit:
Agreed Focus:	
Issues discussed with Headteacher:	
Staff Met:	
Issues discussed with staff:	
Observations from the visit:	
Follow up action agreed with the Head:	
Signed:	Date feedback given to FGB