



Madley Brook Primary School

Governing Body Classroom Visits Policy

Rationale

Governing bodies have a statutory responsibility to monitor and evaluate the effectiveness of the school and its curriculum. Visiting the classroom is one of the ways in which this can be achieved.

Purpose

Governors

- To recognise and celebrate success
- To develop relationships with the staff and children
- To recognise different teaching styles
- To understand the environment in which teachers teach
- To see the policies and schemes of work in action
- To inform decision making

Staff

- To ensure governors understand the working of the classroom and school
- To get to know the governors
- To understand better the governors' roles and responsibilities
- To develop good relationships

Governors' visits to classrooms are NOT about:

- Making judgements about the quality of teaching
- Checking on own children's progress
- Pursuing personal agendas
- Monopolising staff time
- Arriving with inflexible pre-conceived ideas

Governors' visits to classrooms are not a form of inspection in terms of making judgements about the professional expertise of the teacher. This remains the job of the headteacher and other educational professionals.

Observing Protocols

School visits by governors are an essential part of the governor's role. Visits are productive when they are well structured and have a focus that relates to the school development planning and monitoring process. It is important to recognise that visits can be stressful for both staff and governors and therefore everyone needs to understand what is expected of them.

We consider it very important to build trust and develop professional relationships to ensure visits are a valuable experience for all concerned.

As a school **we agree to the following Code of Conduct** for governor visits:

1. Governors' visits will be drawn up in consultation with the headteacher and staff.

2. Governors will initially contact the headteacher to arrange a visit unless there is an agreed visits day scheduled.
3. A visit will have a clear purpose, date, time and be negotiated with the named members of staff concerned.
4. Governors will always speak to the teacher after the lesson and will never leave the room without acknowledging the staff.
5. Governors will take the opportunity to speak to staff and pupils informally either during or before/after the lesson.
6. Governors with children in school should not visit their child's class on an official visit.
7. Confidentiality will be maintained at all times.
8. Any concerns should be discussed with the Headteacher.
9. Governors will report back to the Governing Body using the standard reporting form.
10. Governors will send a copy of the visit form to the Governor Coordinator who will distribute a copy to each Governor.
11. Governors will send a copy of their visit form to the teacher/s concerned.
12. Governors will include a note of thanks to the teachers and staff for the visit.

Commitment

Governors will agree to a commitment of a minimum of one day's visit per year. This can take the form of whole or part day visit. Visits will not be imposed on Governors who may find this level of commitment difficult, but are actively encouraged.

Governors attached to particular areas of the curriculum, i.e. numeracy, literacy, Science, ICT and SEN will need to monitor their subject for at least half a day each school year. This may take the form of a classroom visit, scrutiny of work, discussion with pupils or subject leader review meetings.

Annual programme

There is an expectation of 3 visits a year; either on scheduled Governor's visiting days or individual Governor's contact with their link class/es. Visits relating to Governors' individual responsibilities may be made in addition to these visits.

Monitoring and Review

This policy will be reviewed every two years.

Appendix 1

Useful guidance for governors

	Always	Never
Before the visit	<ul style="list-style-type: none"> • Arrange details of the visit with the teacher(s) concerned • Inform the headteacher of their forthcoming visit (unless it is a pre-arranged Governors' visiting day) • Agree level of confidentiality • Agree purpose of visit • Discuss the content of the lesson to be observed 	<ul style="list-style-type: none"> • Turn up unannounced
During the visit	<ul style="list-style-type: none"> • Observe any class rules and guidelines • Fulfil agreed purpose • Interact with the children as agreed with the teacher beforehand 	<ul style="list-style-type: none"> • Walk in with a clipboard • Interrupt the teacher • Talk to pupils without prior consent from the teacher
After the visit	<ul style="list-style-type: none"> • Thank the teacher, support staff and the pupils • Discuss what they appreciated about the class and the lesson with the teacher • Complete a Governor Visits Form • Feedback: complete a Governor Visits Form, send one copy to the teacher concerned, one to the Visits Coordinator and one to the headteacher 	<ul style="list-style-type: none"> • Leave without a word

Appendix 2

Governor Visit Recording Form

Madley Brook Primary School

Name of Gov:	Date:
Focus of visit:	
Staff visited:	
Activities observed:	
Feedback to Governing Body:	
Governor (signed):	
Print name:	

Please give the completed record to the Governor Visits Co-ordinator who will give a copy to the Head Teacher, the relevant class teacher as well as collate the information and feedback to the Governing Body