

## GOVERNOR VISIT PROTOCOL

The Governing Body has a duty to oversee the strategic direction and policies of the school, to monitor standards and to be held accountable for its performance.

Governor Visits are integral to the way in which governors discharge their responsibilities and should:

- Be part of the strategic programme to:
  - Improve Governor knowledge of the school, its staff, needs, priorities, strengths and weaknesses
  - Monitor and assess the priorities of the school as outlined in the SEF and school development plan
  - Help the Governing Body fulfil its statutory duties.
  - Acquire knowledge to enable the Governing Body to challenge appropriately
- Allow governors to act as a critical friend, monitoring and evaluating plans, standards of education and achievement
- Enable governors to acquire the knowledge and understanding they need for the linked area for which they are accountable

At FSD, Governors are assigned to one of three working groups and are linked to a specific aspect of the school (e.g. subject links; safeguarding; health and safety). It is expected that governors will carry out visits to enable them to gain a greater understanding of their assigned link area and/or to focus on another aspect of the school's performance.

All Governor visits should:

- Be agreed in advance at an LGB or working group meeting to avoid an excessive number of visits being arranged at the same time
- Be arranged by the Headteacher, Deputy Headteacher or Academy Business Director
- Have a prearranged focus and/or agenda (to be agreed by the governor and the Headteacher, Deputy Headteacher or Academy Business Director)
- Result in a brief governor visit report which is shown first to the Headteacher, Deputy Headteacher or Academy Business Director and then to the members of staff being visited, prior to being presented at the working group or LGB meeting

Any concerns resulting from the visit must be shared with the Headteacher as soon as possible following the visit. Concerns should be limited to the focus of the visit UNLESS the issue relates to safeguarding or health and safety.

Governors should not use visits to:

- Direct or delegate actions to members of staff
- Be critical of members of staff
- Check on the progress of their own or known children
- Monopolise staff time
- Arrive with inflexible or pre-conceived ideas
- Pursue personal agendas or issues.

If there are significant concerns arising from the visit they need to be discussed with the Headteacher separately. Any issues relating to the focus of the visit should be written up and discussed at the next appropriate LGB or working group meeting.