



Local Governor Visits Protocol

Our vision is to enable all to flourish

Local Governor Visits Protocol

1.0 Protocol Statement

1.1 The Trust is an organisation with a Christian foundation. The ethos, values and relationships of the Trust, and its associated schools, are central to witnessing to the values of the foundation.

1.2 The aim of this protocol policy is to embed effective procedures concerning local governor monitoring visits.

1.3 Each local governor is expected to undertake at least two monitoring visits during the academic year, demonstrating the local governing board's role in the strategic management of the school by helping to evaluate and improve practice.

1.4 Local governor visits inform understanding of the school's practices and procedures, allow opportunities to speak to pupils and teachers, enable the identification of resource needs, and allow local governors to monitor the school's development priorities.

1.5 For school staff, local governor visits allow staff the chance to find out more about local governors, provide an opportunity to draw attention to issues or questions they wish to raise, and provide an opportunity to reflect upon and discuss current practice.

2.0 Responsibilities

2.1. Local governors are responsible for:

- Meeting their target of a minimum of two monitoring visits per subject/area of school priority per academic year.
- Undertaking visits within the standards and etiquette outlined in this document.
- Writing a local governor monitoring visits record following their visit and submitting it to the Chair of Governors and Clerk to Governors within seven days of the visit.
- Reporting their observations to the local governing board and answering any questions from other local governors.
- Making themselves familiar with any relevant Trust or school policy prior to the visit taking place.
- Familiarising themselves with this document as part of their induction programme.

2.2. The headteacher is responsible for:

- Facilitating and positively supporting local governor visits.
- Discussing completed visits with local governors, prior to a report being made to the full governing board.
- Ensuring school staff feel prepared for local governor visits and understand what they need to prepare.

3.0 Monitoring visit etiquette

3.1 Local governor visits are not a form of inspection, and local governors must not make judgements concerning the quality of teaching or other areas of school provision.

3.2. Local governors will avoid visiting classrooms where their own children are present.

3.3. Local governors will not pursue personal agendas during visits and will remain focussed on the agreed outcomes of the visit as set out in the local governing board monitoring plan.

3.4 Local governors will provide the staff member/s they are visiting with an overview of the focus of the visit when planning to undertake their monitoring and will pre-request any required information.

3.5. Local governors will remain flexible and understand that the school must make pupils' education the priority, and that this may sometimes lead to the rearranging of visits.

3.6. Local governors will never visit the school unannounced.

3.7. Visits will not be used as an opportunity for local governors to check on individual children or monopolise the time of staff.

3.8 Staff will greet local governors courteously and will provide local governors with all information requested for the visit and answer questions to the best of their knowledge.

4.0 Preparing for a visit

4.1. Local governors will arrange visits at least two weeks prior to the date of the proposed visit.

4.2. Before a visit, local governors will:

- Agree a clear, purposeful focus for the visit.
- Consider how the area of focus will be identified and observed during the visit.
- Discuss the context of the activities to be observed.
- Agree their role within the activities.
- Refer to their LGB Monitoring Plan to ensure the visit's focus is strategic and in line with the school's priorities for improvement.
- Read the documentation relevant to the focus of the visit, e.g., the school's Behaviour Policy, and prepare relevant questions, where appropriate.

5.0 During a visit

5.1. During a visit, local governors will:

- Conduct themselves in line with the Local Governor Code of Conduct and school vision.
- Adhere to Trust and school policies at all times.
- Adhere to their agreed role at all times.

- Make sure they do not interfere in the day-to-day running of the school.
- Where visiting activities involve being in the classroom, local governors will not ask questions, interrupt the teacher or distract pupils during the lesson.
- Spend time in a classroom only when they have provided a clear reason for doing so.
- Adhere to confidentiality agreements.
- Adhere to the agreed times and purpose.
- Be sensitive to the needs of the pupils and the wider school community.
- Not take photographs.
- Not remove information from the school site.

6.0 After a visit

6.1. After a visit, local governors will:

- Thank the staff, and pupils where appropriate, involved in the visiting activities.
- Write a monitoring report, which when completed will be shared with the member/s of staff visited for a factual check. Submit the final monitoring report to the Chair of Governors and Clerk to Governors within seven days of the visit.
- Upload the final monitoring report to GovernorHub
- Provide feedback regarding the visit to the LGB or relevant committee.

7.0 Disagreements and concerns

7.1 If there is a difference in the opinion on the contents of the final monitoring visit report opinion between the local governor and staff member visited on completion of the report, the local governor and staff member should meet to discuss the issue. Factual inaccuracies should be resolved but any weaknesses which are an accurate reflection of the visit should not be altered. The local governor is responsible for agreeing the final report.

7.2 If there are any concerns arising from the visit from the local governor or any staff member, these should be directed to the headteacher. If the issue relates to the headteacher this should be directed to the Chair of Governors.

