

Woodcroft Primary School



**Governor Classroom Visits Protocol**

**2018**

*Governors should aim to visit the school during the working day at least once per term.*

**What are the potential benefits, to governors and teachers, of governors monitoring areas of the curriculum and formal classroom visits?**

- Improve Governor knowledge of the ethos of the school
- Assess the effectiveness of the School Improvement Plan
- To contribute more effectively to the Governing Body's monitoring role.
- To learn about a particular area of the curriculum.
- To develop positive relationships with staff and children
- To understand the environment in which adults and children work.
- To challenge the school to raise standards

**What should happen BEFORE a visit?**

- Agree purpose and format of the visit with the Headteacher e.g. meeting or observation
- Read relevant documentation prior to visit e.g. School Improvement Plan for specific areas - be well prepared.

**If your visit involves a lesson observations**

- Ensure you arrive at the beginning of the lesson to enable the teacher to introduce you to the class
- Be aware of the learning objectives of the lesson.
- Be sensitive to the roles of the teachers and other staff as professionals in their own working environment.
- Remember you are there to learn and observe, not to judge.
- Be positive about what you see. Thank staff for the opportunity to see them at work. Thank the children.
- After the observation, and at a time previously arranged with the teacher, discuss your observations. Ask questions rather than make statements – unless the statement is to give praise.

**What should happen AFTER a visit?**

- Complete the Visit Report. Be careful not to name children.
- Update your Governor Audit document
- Inform the relevant Sub Committee at the next meeting of any visits undertaken.
- Areas of concern should be discussed with the Headteacher.

