

Woodcroft Primary School



Governor Visits Protocol

2022

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.

Woodcroft Primary School: Governor Visit Report

Name of Governor:

Date:

Focus / Area of Visit:

Please complete this report immediately after the visit. Do not use it as a checklist in the classroom.

What to look for...	Observed ✓ and Comment (if appropriate)
Behaviour / Woodcroft Code	
Pupils on task	
Pupils well-mannered / polite	
Calm and orderly atmosphere	
Staff promote Woodcroft Code	
123 Magic	
Ethos	
Did you feel welcome	
Positive and purposeful atmosphere (everyone is involved)	
Basecamp in place in classrooms	
Teaching and Learning	
Consistent teaching and learning observed	
Great listening	
An Eagerness to learn	
Pupils are confident to share and join in	
Safety	
A tidy and safe environment	
Pupils feel safe	
Caring approaches	

Report / Questions: (please comment on any observations and note down any questions for your next visit)

(Carry on overleaf if required. Don't forget write your brief comment for the website on the back of this sheet)

Signed	
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Please leave a copy with the Headteacher after your visit for inclusion in the school visits folder. Thank you