Woodcroft Primary School



Governor Code & Visit Protocols

2026

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

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/Link Teacher e.g. meeting or observation
- Read relevant documentation prior to visit in order to be well prepared.

If your visit involves a lesson observations

- 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.
- Do not interrupt teaching e.g. having audible conversation during instruction
- Wait for independent tasks before talking with children or staff.
- Be positive about what you see. Thank staff for the opportunity to see them at work. Thank the children.

What should happen AFTER a visit?

- Complete a Visit Report. Be careful not to name children
- Provide verbal feedback to your link teacher
- Any 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 welcomed	
Positive and purposeful atmosphere	
Teaching and Learning	
Consistent teaching and learning observed	
Amazing attention	
Positive learning habits	
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	

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

Governing Body Code of Conduct

This code sets out the expectations on and commitment required from school governors and trustees in order for the Governing Body to properly carry out its work.

The Governing Body has the following core strategic functions:

Establishing the strategic direction, by:
- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties.

Ensuring accountability, by:
- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation.

Ensuring financial probity, by:
- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

As individuals on the board we agree to the following:

Role & Responsibilities

We understand the purpose of the Governing Body and the role of the headteacher.

We accept that we have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so, and therefore we will only speak on behalf of the Governing Body when we have been specifically authorised to do so.

We accept collective responsibility for all decisions made by the Governing Body or its delegated agents. This means that we will not speak against majority decisions outside the Governing Body meeting.

We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.

We will encourage open governance and will act appropriately.

We will consider carefully how our decisions may affect the community and other schools.

We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.

In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.

We will actively support and challenge the headteacher.

Commitment

We will agree that information such as our name, responsibilities, committees, term of office and appointing body will be published on the web site.

We agree that any register of pecuniary interests will be published on the web site.
We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
We will each involve ourselves actively in the work of the Governing Body, and accept our fair share of responsibilities, including service on committees or working groups.
We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
We will get to know the school well and respond to opportunities to involve ourselves in school activities.
We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the Governing Body and agreed with the headteacher.
We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.

Relationships
We will strive to work as a team in which constructive working relationships are actively promoted.
We will express views openly, courteously and respectfully in all our communications with other governors.
We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
We will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality
We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
We will exercise the greatest prudence at all times when discussions regarding school business arise outside a Governing Body meeting.
We will not reveal the details of any Governing Body vote.

Conflicts of interest
We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the Governing Body's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the Governing Body.

Breach of this code of conduct
If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the Governing Body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

🎬 Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

The Seven Principles of Public Life

- Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership - Holders of public office should promote and support these principles by leadership and example.

Adopted by the Governing Body on 13th March 2026

Signed (Chair of Governors): Rober Kulawik

Date: 13/3/2026

Review date:1/4/2027