



*"I am able to do all things by the one who strengthens me" - Phillipians 3:14*

**GROWING - BELIEVING - SUCCEEDING**

*"We will all achieve our very best by loving learning, showing resilience and by developing Christian values within our community".*

## **GOVERNOR VISITS PROTOCOL**

1. The aims of the visiting governor programme at Sale and Davys Church of England School are:
  - to enable governors to develop a greater understanding of the way the school operates;
  - to enable governors to become better informed about the school;
  - to build up good relationships between governors and staff and pupils;
  - to contribute to the governing body's monitoring role.
2. Visits must be arranged in consultation with the headteacher and staff.
3. All visits will be part of a planned programme, and the purpose and scope of each visit will be agreed in advance.
4. Each visit will start with a meeting with the headteacher to ensure any last minute changes to the arrangements are discussed. The headteacher is free to change the arrangements if necessary, including postponing the visit.
5. Any issues arising from the visit will be discussed with the headteacher in the first instance. The headteacher will ensure time is available for a brief meeting with the visiting governor at the end of the visit.
6. The school will provide visiting governors with relevant information before the visit.
7. The headteacher and teachers will promote governor visits as valuable and positive. The children will be informed of who the visitor is, and what they can expect them to do.
8. Reporting of the visit to the Governing Body will be in accordance with agreed protocols. The content of any written report will be checked with the headteacher before it is circulated.

### **PROTOCOL FOR REPORTING GOVERNOR VISITS TO THE GOVERNING BODY**

Visits to school will be reported at the first convenient opportunity following the visit.

1. Reports from visiting governors will be an agenda item, including the use of the section, 'Any Other Business'.
2. Reports should include:
  - a brief factual summary of discussions which took place, which might include positive comments about the visit and recommendations to the Governing Body;
  - brief factual summary of what was seen.
3. Reports may include:
  - evidence that school policies are being implemented;
  - specific factual information requested by the Governing Body.
4. Reports should not contain evaluative judgemental comments about the quality of teaching and learning.
5. Any written report will be made available to the headteacher before it is circulated to the Governing Body.
6. The headteacher will advise the visiting governor about the content of any written or verbal report and may, following consultation with the Chair of Governors, require amendments.

**Policy approved.....at a Full Governors Meeting**

**Date of meeting:** 21<sup>st</sup> January 2021

**Minute Number:** 12.2

**Renewal Frequency:** Annual