

Governor Visit Report (example)

Visit made by: Date:

Purpose of visit:

Observations:

Issues discussed:

Follow up action:

Signed:

Come back and make a difference



Governor Visits to School



For further information contact:
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GOVERNOR SERVICES



Governor Visits to School

One of the important responsibilities of governors is that of monitoring progress in the school. This can be achieved through the analysis of statistical data, reports from the headteacher and senior staff and governors visiting the school to see progress in action.

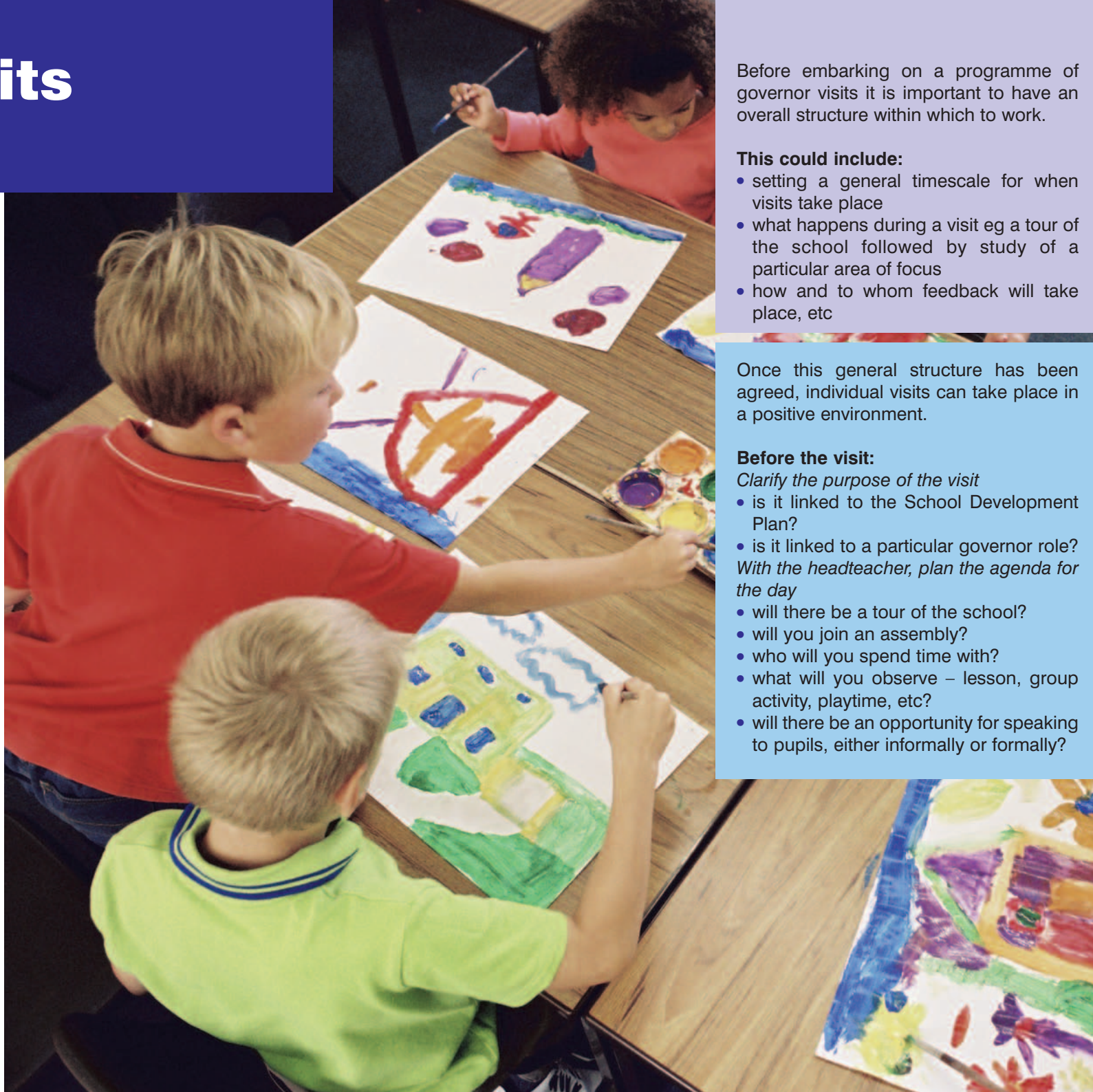
It is very important that visits by governors are conducted in a positive and supportive way, whilst giving the governor an opportunity to ask questions and find out more about a particular aspect of school life. For these visits to be informative and useful to all parties, it is helpful for a protocol of visiting to be agreed and observed.

Governor visits are not:

- to inspect the school
- to make judgements on the quality of teaching
- unannounced and unplanned
- an opportunity to quiz pupils
- unfocused

Governor visits should:

- be prearranged with all parties involved
- be an opportunity to be positive about the school
- have a clear focus
- be a positive experience for all involved
- provide an opportunity for exchange of information
- provide an opportunity to build relationships with staff and pupils



Before embarking on a programme of governor visits it is important to have an overall structure within which to work.

This could include:

- setting a general timescale for when visits take place
- what happens during a visit eg a tour of the school followed by study of a particular area of focus
- how and to whom feedback will take place, etc

Once this general structure has been agreed, individual visits can take place in a positive environment.

Before the visit:

Clarify the purpose of the visit

- is it linked to the School Development Plan?
 - is it linked to a particular governor role?
- With the headteacher, plan the agenda for the day*
- will there be a tour of the school?
 - will you join an assembly?
 - who will you spend time with?
 - what will you observe – lesson, group activity, playtime, etc?
 - will there be an opportunity for speaking to pupils, either informally or formally?



Where possible, speak to any staff directly involved

- ensure that they are happy with the arrangements
- check on what session you are observing making it clear what information you would like to find out
- ask what they expect from you during the lesson
- agree how they will introduce you to the class, where they would like you to sit, whether you are to join in, etc be positive, interested and friendly!

During the visit:

- arrive in plenty of time
- don't forget to follow the school's security procedures
- keep to your agreed timetable – but be flexible
- look relaxed and interested
- don't make notes during observations – this can be disconcerting for everyone
- remember that you are not 'inspecting' – you are there to learn
- talk to staff and pupils showing interest and enthusiasm
- look for opportunities to give praise

After the visit:

- thank staff for hosting the visit
- discuss what you have observed with staff involved – use the opportunity to ask questions and clarify anything you are unclear about
- be positive and encouraging
- discuss your visit and observations with the headteacher/Head of Department
- make notes about the visit or complete an agreed report form – do this while it is still fresh in your mind

Reporting back to the governing body:

- this might be verbal, or a written report followed by verbal clarification (see agreed protocol)
- if a written report is to be circulated to governors, discuss it with the Headteacher/Chair of governors first to avoid ambiguity that could raise unwarranted concerns
- ensure that the clerk to the governors receives a copy of the report in good time for circulation to members of the governing body

