

St. Joseph's Catholic School & Sixth Form Centre
Ysgol Gatholig San Joseff

Protocol for Governor Visits to Classrooms



Protocol agreed by Governors:

Signed by Chair *Date.....*

Due for review: Autumn 2016

PROTOCOL FOR GOVERNOR VISITS TO CLASSROOMS

- All visits should be arranged in advance between the link governor, class teacher, headteacher and the head of department. Ideally, this should be done at a pre-visit meeting as this will allow the governor and teacher to discuss what the class will be doing during the visit and any particular activities on which the governor might like to focus e.g. group work, differentiation.
- On the day of the visit, the governor should report to the headteacher and/or the head of department.
- The governor should endeavour to arrive at the class at a time least likely to cause disruption.
- The teacher should introduce the governor to the class.
- Throughout the visit, the governor should intrude as little as possible on the work of the class. However, pupils, particularly younger ones, often like and respond to attention by a governor, and there is no doubt that a governor will gain a greater knowledge of the school and what it does by talking to pupils. Consequently, at an appropriate time and with the teacher's permission the governor might speak to individual pupils about their work.
- Governors should be aware that some topics lend themselves to group or paired work and that some activities involve pupils moving around the room. Inevitably, at such times, noise levels will be higher than usual.
- At the end of the lesson or when they are leaving, the governor should thank the teacher and the class for their visit.

After the visit

- As soon as possible, and ideally on the same day, the governor and class teacher should discuss the visit to clarify any issues.
- A report of the visit should be given to the full governing body by the link governor.
- The teacher whose class was observed should be involved in producing the report to prevent any errors or misconceptions being made. The written report can be circulated to governors before a governing body meeting, thereby allowing them time to consider the report and reflect on any points they may wish to discuss.
- At no point in the report should any pupils be mentioned by name.

- Below are listed a number of headings under which a link governor's report might be written.

Date of visit
Name of teacher
Age of class
Number of pupils in class and gender balance
Time of governor's arrival at class
Length of time spent with class
Topic or area studied
Resources used
What happened in the lesson
The biggest impression(s) my visit made on me
Other observations

The last three points are the most important for the governing body to gain an understanding of what was seen so these should make up the bulk of the report.