



Bennerley Fields School

Governors' Visits to Classroom Protocol

| Version | Date | Minute Number |
|------------------------------|------------|---------------|
| 1 - Date Approved | Feb 2010 | |
| 2 | 28.04.2015 | 13.2.1 |
| 2 | 26.02.2018 | 13.3 |
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| Review Requirement : 3 Years | | |

MODEL PROTOCOL FOR GOVERNORS' VISITS TO CLASSROOMS

- 1 The aims of the visiting Governor programme at Bennerley Fields 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 see the curriculum in action
 - the build-up of good relationships between governors and staff and pupils
 - to contribute to the governing body's monitoring role and help make informed decisions

Governors do not undertake lesson observations but visit classrooms to understand the working of the school.

- 2 Visits must be arranged in consultation and agreement with the headteacher and staff concerned.
- 3 All visits will be linked to the School Improvement Plan and Governor Specific Monitoring responsibilities. The purpose and scope of each visit will be agreed in advance.
- 4 The children where appropriate will be informed of who the visitor is and what they can expect them to do.
- 5 The school will provide visiting governors with relevant information before the visit and the visit will adhere to the previously agreed focus.
- 6 Following the visit a School Visit Record form will be completed and sent to the Headteacher for information. The content of any written report will be checked **with the headteacher** to ensure that **feedback does not contain evaluative or judgmental comments about the quality of teaching and learning as this is not the purpose of any visit to school.** The form will then be filed in the Governor's Monitoring File.
- 7 Forms are then reviewed by the Headteacher, Chair and Vice-Chair to determine any future action and are then reported back on at the Full Governing Body Meeting.

Agreed by the Governing Body of Bennerley Fields School.

Date: To be reviewed annually.

Signed by Chair of Governors:

