



**Friday Bridge Primary School**

## **Governor Visits Protocol**

## **Introduction**

Governing bodies have three core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of the staff
- Overseeing the financial performance of the school and making sure its money is well spent.

Governors, trustees and local governing body members should draw on a range of evidence to carry out their functions; undertaking visits is an essential activity.

This protocol applies to school visits made for the purpose of discharging the functions of governance; other visits to the school site undertaken by governors in other capacities, for example as parents or members of staff, are not included here.

## **Purpose**

All school visits will:

- Have a clear focus, linked to strategic priorities, which is agreed by the full governing body
- Be arranged with adequate notice through the Headteacher and agreed with the relevant members of staff
- Be of demonstrable value to the school and open to scrutiny by other connected agencies, for example Ofsted or the LA

Governors should not pass judgements about the performance of school staff during visits and should avoid giving the impression that they are doing so. Visits are key opportunities to check on the work of the school.

## **Conduct**

All visits will comply with the school and governing body's Code of Conduct and the standards of presentation expected of staff. Visitors will be mindful that they are representing the governing body.

## **Follow-up**

Governors will have the opportunity to discuss the visit, including any concerns, with the Headteacher immediately or soon afterwards.

The Governor Visit Report template, available on Governor Hub, must be completed after each visit. A draft should be sent to the Headteacher and Chair of Governors. Head/Chair to respond within one week with any comments/amendments before Governors upload their

reports to Governor Hub. Any action points will be raised at the next governing body meeting.

Short visits, including Health and Safety checks, attendance at a meeting, activity or event) should also be noted on the governors' form as a general visit

### **Confidentiality**

Confidentiality should be strictly observed. Governors should discuss the visit with the Headteacher or senior leader with whom the visit was arranged. Comments should not be shared with other members of staff, pupils or parents either during or outside the period of the visit.

Individual children or staff members (other than the member of staff involved with the visit) should not be identified in any governor visit reports.

### **Frequency**

Governors have different commitments and, therefore, time to commit to classroom visits. They may be able to carry out some of the functions of governance outside the school day. However, it is important that governors undertake a minimum of **two** visits per term each academic year, mostly during the normal operation of the school day.

### **Review**

This protocol should be reviewed by the Governing Body every academic year.

**The Governing Body of Friday Bridge Primary School adopted this Visits Protocol on 28<sup>th</sup> November 2024.**

We agree to review and re-adopt this protocol annually at the first full Governing Body meeting of the year, and for it to be signed by each governor.

| <b>Name</b>      | <b>Signature</b> | <b>Date</b> |
|------------------|------------------|-------------|
| Maggie Barwell   |                  |             |
| Sue Rudge        |                  |             |
| Sonia Harwood    |                  |             |
| Katy Wicks       |                  |             |
| Matthew Crawford |                  |             |
| ?                |                  |             |
| Donna Searle     |                  |             |
| ?staff Governor  |                  |             |
| Clare Talbot     |                  |             |

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|--------------------|--|--|
| Maria-Anne Higgins |  |  |
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