

Water Primary School

Happiness, Health & Opportunity



Governor Visit Protocol

- Agree the details before the visit with HT
- Agree the purpose of the visit
- Agree levels of confidentiality and how feedback will be given to the staff member, governors and Senior Leadership Team
- Notify all staff of visit
- Never turn up unannounced
- Sign in using the Governor Visit Record Sheet
- Stick to the agreed monitoring activity
- Respect confidentiality at all times
- Don't interrupt the teaching
- Thank staff and children
- Never leave without a word
- Discuss the visit with the HT
- Complete the relevant proforma for the visit
- Circulate the report ahead of and present a summary of the report to the rest of the Governing Body at the next meeting

Proforma 1 – General visits

Proforma 2 – Link Governor visits

Notes to aid the completion of the visit report

Governor visit record sheet

The Headteacher would welcome feedback from Governors after a visit on the following:

- Were the objectives for the visit achieved and if not, what was the difficulty?
- What if anything could have been done to make the visit more useful?
- Would any additional information help to make the visit more useful?



