



we are a learning community with the spirit to succeed

Holywell Primary School
Governors' Classroom Visits Policy

Status:	Non-Statutory
Approval Body:	Governing Body
Review Frequency:	2 Years
Last Review:	September 2019
Next Review:	Autumn 2021



Holywell Primary School

Governors' Classroom Visits Policy

1. Purpose

- 1.1 To provide Governors with the opportunity to spend time in the classroom and experience the school in operation.
- 1.2 To enhance governors' understanding of school life and the context within which teaching and learning takes place.
- 1.3 What it **is** about:
 - recognising and celebrating success
 - developing relationships with the staff
 - getting to know the children
 - understanding the environment in which teachers teach
 - seeing policies and schemes of work in action
 - finding out what resources are needed to promote the highest standards of learning
- 1.4 What it **is not** about:
 - monitoring the standard of teaching
 - in the case of Parent Governors, checking on the progress of own children
 - pursuing personal agendas
 - arriving with inflexible pre-conceived ideas

2. Organisation, Protocols and Ground Rules

- 2.1 The Headteacher will make staff aware of the purpose of governors' classrooms visits and where governors are linked with a particular year group, advise staff of the name(s) of their linked governor.
- 2.2 Governors should make at least two classroom visits per year and, preferably, one each term.
- 2.3 Visit dates must be agreed with the Year Group Leader at least one week in advance and notified to the Headteacher and school office.
- 2.4 Governors and Year Group Leaders should liaise in advance of the visit:
 - so that governors can be made aware of what will be covered during the lesson.
 - to agree how best to split the governors time between the Year Group classes.
- 2.5 Teachers should, as far as possible, provide the governor with opportunities to engage in the lesson.
- 2.6 Governors must:
 - observe all classroom guidelines and rules
 - not interrupt the lesson
 - not take notes

- 2.7 On completion of the visit, governors should discuss their observations with the Year Group Leader.
- 2.8 In the rare event that a governor sees something of concern during the visit they should bring the matter to the attention to the teacher, Year Group Leader or Headteacher as appropriate.
- 2.9 Governors should notify governors at the next Governing Body meeting of visits made and provide a brief description of the visit. This will be a standing item on Governing Body meeting agendas.

3. Monitoring and review

- 3.1 The effectiveness of this policy will be monitored by the Governing Body
- 3.2 This policy will be reviewed every two years or sooner if required.