



AUSTHORPE PRIMARY SCHOOL

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Protocol for Governors' Visits to School or Classes

Managing a Visit:

Governors are visiting on behalf of the Governing Body and as such all visits should be in line with the agreed procedures so that the best use is made of the time of Governors and Staff. Visits are **NOT** inspections or lesson observations, but part of the continuous process of governors knowing the school.

Planning:

- The style of the visit should be considered, e.g. general attendance at assemblies or school events, individual visits or paired visits to support new governors, specific class visits, etc.
- The visit must be agreed in advance with the Headteacher, and, through her, with the members of staff involved.
- Consideration must be given to avoiding busy times e.g. SAT's weeks
- Appointments must be kept with prompt timekeeping
- Where possible governors should respond to invitations

The Visit:

- Safeguarding procedures must be followed. Governors will at all times report to reception or to an agreed member of staff upon arrival and follow the procedure for visitors, e.g. signing in, visitors' badges, etc.
- At the end of the session the governor must thank the staff and offer immediate positive feedback
- Courtesy should be shown to all in the class, including pupils
- The visit is to support the school, not to inspect or make judgements
- Do not write detailed notes – aide memoirs only

Post Visit:

- Discuss any issues with the Headteacher
- Complete a short note of the visit as soon as possible after the visit and discuss it with the Headteacher in advance of any governing body meeting
- Don't make judgements on anything observed within the class or school
- Reflect on what you have learnt from the visit that will improve your understanding of the school and its operation