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Vision.

*An inspirational, stimulating and well-resourced environment.
A safe and secure school at the heart of the community.
Inquiry, independence and enthusiasm for learning.*

*Preparing all children for life.
A high quality professional team.
High standards of behaviour.*

Taking pride in all our achievements.

WILLIAM BARNES PRIMARY SCHOOL PROTOCOL FOR GOVERNORS' VISITS

INTRODUCTION

1. Governor visits form an important part of a programme that enhances their understanding of the working of the school and their ability to carry out their monitoring appointment responsibilities.
2. Governors should aim to visit the school informally about twice a year. This takes into account the balance between school's busy schedule and the governors' needs.
3. Visits should be arranged only when the governor has completed mandatory Safeguarding training, CRB checks and signed the Code of Conduct declaration.
4. If a governor has any concerns or requires clarification about a school visit he/she should contact the Headteacher.

PURPOSE

5. The purpose of the protocol is:
 - a. To develop a good working relationship between governors and staff. Visits should be enjoyable events for governors, staff and pupils.
 - b. To provide a clear framework for governors to visit classrooms or school activities.
 - c. To enable governors to carry out their monitoring responsibilities successfully.

VISIT PLANNING

6. Visits to classrooms and other school activities should be pre-planned. Unplanned and unexpected visits are not acceptable.

7. Planning should include:
 - a. Meet the teacher or relevant staff to arrange the visit.
 - b. Agree the timing, location and purpose of the visit.
 - c. Notify the Headteacher of the visit.
 - d. Make a record of the visit on the “Record of Visit” proforma and return it to the office.
 - e. Advise the school if the agreed visit time cannot be met.

GOVERNOR RESPONSIBILITIES

8. Governors should conduct themselves appropriately throughout the visit in line with the Code of Conduct for Governors. Above all else the safety and welfare of the children and staff is paramount.
9. Confidentiality must be maintained at all times.
10. Observation is the emphasis for Governors rather than making judgement or inspecting. If they have any concerns following the visit they should speak to the Headteacher without delay; they should not approach the teacher about their concerns.
11. The visit should be discussed with the teacher after the visit.

Date of Approval by Governors.....22nd November 2021.....

Review date.....Autumn 2024.....