

GOVERNOR PROTOCOLS – APPENDIX 3

	DO	DON'T
BEFORE	<ul style="list-style-type: none"> • Discuss the visit at a governing board meeting, including identifying a clear purpose. • Arrange a mutually convenient time, avoiding sensitive times • Discuss the visit with the headteacher and ensure that any member of staff who will be involved in the visit understands the arrangements. 	<ul style="list-style-type: none"> • Turn up unannounced • Approach staff directly without the approval of the headteacher
DURING	<ul style="list-style-type: none"> • Present yourself in a way which matches the professionalism expected of school staff. • Report to reception and follow procedures for visitors – even those familiar with the school should do this. • Only enter classrooms and other areas of the school – including the staffroom – following invitation by a member of staff • Keep to the role agreed; only talk to students if invited to do so by the teacher • Be flexible if something urgent crops up which means the arranged tasks cannot take place – always keep in mind that the education of the students is of overriding importance. • Be courteous and professional throughout the visit, including thanking members of staff before leaving. 	<ul style="list-style-type: none"> • Don't turn up in shorts, immodest shirt, flip flops • Give the impression that you are inspecting, for example by using a clipboard or making notes while visiting a classroom. • Assume a different role to that agreed; parents and education professionals, in particular, should be mindful not to stray into these roles. • Express personal opinions if pressed on a controversial issue – individuals should keep in mind that they are representing the governing board as a whole. • Make assumptions – always ask for explanations of anything not understood at an appropriate time when it will not interrupt pupils' learning (this may be in conversation with the class teacher after the lesson or with the headteacher at the end of the visit). • Check on the progress of individual children, including your own. • Walk around the school unaccompanied or put yourself in situations where you are likely to be unaccompanied with pupils.

AFTER	<ul style="list-style-type: none">• Share any concerns, however trivial, with the chair and the headteacher.• Complete a visit report using appendix 1 or 2. This should be completed during the meeting in full view of the staff member• take their comments into account when reporting back to the Headteacher, Chair or governing board• Ensure that school visits is an agenda item at the governing board meeting and that any findings are discussed• Send a thank you email to those that contributed to the success of the visit.	<ul style="list-style-type: none">• Make comments regarding the teacher's conduct of the lesson or individual students.• Refer to individual teachers or students in your report, even in a positive light.• Gossip about your visit – what you have seen should be treated with the same level of confidentiality as any other governing board business.
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