

LINK GOVERNOR VISITS POLICY

Role	<i>Designated Teacher for Link Governor Visits</i>	<i>Deputy Designated Teacher</i>
Name	<i>Mr Richard Booth</i>	<i>Mr Desmond Deehan</i>
Contact via	<i>Head Teacher's office Main school office Tel 0208-304-8311</i>	<i>Head Teacher's office Main school office Tel 0208-304-8311</i>

Our 'Named Governor' with special responsibility for Link Governor Visits is John Paterson

Policy Reviewed & Approved by Governors:

Date: _____

Signed by Headteacher: _____

Signed on behalf of the
Governors Committee: _____

Staff and governors at Townley Grammar School recognise that visits, both formal and informal, have an important role to play in helping the Governing Body to effectively undertake their responsibilities.

1. Aims

The potential benefits to teachers and governors are:

Governors

- To recognise and celebrate success
- To develop supportive working relationships with the staff
- To get to know the students
- To acknowledge difference teaching styles
- To understand the environment in which teachers teach
- To see policies and schemes of work in action
- To find out what resources are needed and prioritise them
- To provide a link with the community
- To take an active interest in the subject areas that they are shadowing

Academic and Associate Staff

- To ensure that governors understand the reality of the classroom
- To get to know the governors
- To understand better the governor's roles and responsibilities
- To highlight the need for particular resources
- To ensure that governors will support the positive ethos of the school

Governors' visits are not a form of inspection. Judgements relating to issues of professional expertise are tasks for the Head Teacher and other educational professionals.

2. Process for Link Governor Visits

(a) Prior to the visit:

At the beginning of the academic year, following their formal meetings with SLT, the Cluster Leader will:

- send the Link Governor a copy of the last year's and the current year's Departmental Development Plans.
- make arrangements with the Link Governor for a mutually-convenient day/half-day to visit (in consultation with the Link SLT). A minimum of one visit per academic year is envisaged.
- agree the format of the visit with the Link Governor.

(b) During the visit:

It is important to remember that the visit is an information gathering exercise not an inspection.

The visit will typically include:

- Classroom Visits: Ideally classroom visits will be across the age and subject range within the Cluster and include any new members of staff. Link Governors are encouraged to take the opportunity to speak to the students and look through their work. Classroom visits will be by prior mutual agreement with the classroom teacher.
- Cluster Leader Meeting: Whilst the aim is for discussions of a general nature, the meeting should cover the Key Priorities in the Departmental Development Plans (and include a discussion of the most recent external examination results). Link Governors are encouraged to ask questions and seek clarification. If there appear to be barriers to developments then Link Governors needs to understand the context and be confident that these have been discussed with the Senior Leadership Team.
- Informal Discussions with Cluster Staff: These will usually take place at break or over lunch. However, the Link Governor may wish to build into the visit an opportunity to meet with some of these staff more formally (eg with Curriculum Leaders or new staff).
- Cluster Review Feedback: If there has been a recent Cluster Review, the Deputy Head (School Improvement) will meet with the Link Governor and the Cluster Leader so that the findings can be formally reported and the Link Governor can ask any questions.
- Discussions with Students: These will focus on discussing with students their learning experience and progress. This might be with particular groups of students identified on the Department Development plan (please note that Governors will need to have DBS clearance).

All observations and/or discussions will be treated with utmost confidentiality. Students' behaviour and progress should not be discussed with anyone other than the class teacher, Cluster/Curriculum Leader or the Head Teacher. Similarly individual teachers should never be discussed with anyone other than the Head Teacher. After a visit governors may also wish to talk with the Head Teacher.

(c) After the visit

Link Governors will be asked to provide a report of their visit for the following Curriculum Committee meetings. Timings will be determined by the Link Governor visits but the aim is to spread the reports out over the academic year. A draft copy of the report should be sent to the Head Teacher before being presented to the Curriculum Committee.

Link Governor Reports:

Whilst there is no pre-determined format for these reports, Link Governors are asked to be aware of the aims of this Programme. They are encouraged to outline their experiences during the visit and draw to the attention of fellow governors any information they feel worthy of note. If reporting their lesson observations, Link Governors are encouraged to outline the nature of the work being undertaken by the students and give their general impressions of the lesson rather than give a judgement as to its quality. Individual staff and students should not be mentioned in the report.

3. Review

The governors' visits policy will be reviewed annually.