



Lune Valley Federation

Governor School visits: Code of Conduct



School visits are primarily for governors to gain first-hand knowledge of the school at work. As your visit is being undertaken to enhance the governing body's understanding of an aspect of the school's work, it should be planned very carefully. The visit should reflect the priorities in the School Improvement Plan and the specific interests and responsibilities of governors as part of an agreed schedule for governors' visits to the school.

Before the visit

- At least two weeks before the planned visit agree a school, time and date with the Head and class teacher
- Agree the level of confidentiality.
- Agree the purpose of the visit, and read the considerations for commenting on the learning environment which follow.

During the visit

Fulfil the agreed purpose, this can be by developing links with a class, year group or subject area, but remember:

- Don't arrive late.
- Don't go in like an inspector with a clipboard or notebook. Introduce yourself and speak to the children. What are they learning today? Do they like the subject? What is their favourite subject?
- Use the agreed recording format for the type of visit undertaken.
- Never interrupt the teacher during a lesson and avoid taking on a teaching role, or discussing irrelevant issues with the pupils.
- Do have discussions with pupils if this is relevant to the visit.
- Avoid making promises to staff on behalf of the governing body.
- Respect confidentiality.
- Recognise that sometimes it might be appropriate to leave the classroom should a situation arise which might become more problematic, e.g. a behaviour outburst.

After the visit

- Thank the teacher and pupils.
- Discuss observations with the Headteacher and class teacher, at an agreed time.
- Complete a governors' visit report form and feedback to the governing body on the findings of the visit after verifying the draft governor's report for accuracy with the relevant staff and Headteacher.

Considerations for the learning environment

Below are a few considerations to bear in mind when commenting on classrooms and the learning that takes place in them.

- The range of activities that students engage in/experience.
- The pupils engagement with the task – they are active, not passive, asking and responding to questions and listening to each other.
- Displays use pupils work and are creative, celebrate achievement and mainly relate to current work.
- Utilisation of the space in the classroom.
- How is the classroom organised?
- Quantity, quality and appropriateness of resources in the classroom.
- Motivation and self esteem.
- Behaviour.
- Are all staff actively participating within the sessions and know what they are doing?