

Mayflower Primary School

Monitoring

Governors need to interrogate the information they receive from school leaders, triangulating this with other sources, which can include any or all of the following:

- Pupils
- Staff
- Parents
- Local community members
- The Local Authority
- OfSTED
- Local and national data
- Benchmarking information
- The Department for Education
- The School Improvement Partner (LPP)
- School Improvement Leicester (SIL)

All members of the Governing Body have engaged with training that specifically relates to their monitoring role. Strong links have been established with the annual School Improvement Plan, and the termly Key Milestones that are used to check leaders are on-track to effectively implement agreed development priorities.

It is expected that all governors will arrange a minimum of one monitoring visit per term, and given the sequential nature of the process, it is understood that there will be follow-on actions from the previous visit made. As a result, all governors will be able to audit the actions they have taken to both support and challenge the school to do better.

Appendix A is the protocol that has been agreed for all governor monitoring visits, and staff were closely involved in its production. Appendix B is the agreed format for a monitoring report, and it is expected the Head Teacher will offer a written response, which will be fed back at the next full meeting of the Governing Body. In this way, visits can be evidenced, actions taken, and specific improvements made to provision over time.

Appendix A



Protocol for Governor Visits

The Single School Improvement Plan together with agreed policies provides a strategic framework for the work of governors at Mayflower Primary School. At all times, the governors should focus on their strategic role and not on day-to-day management. The Head Teacher is responsible for ensuring the quality of teaching. Governors are not expected to make professional judgements when they observe in school. They should focus instead on gathering information which will inform the decision-making of the governing body as a whole.

What are Governor Visits not about?

The main point to emphasise is that governors' visits to classrooms are not a form of inspection in terms of making judgements about the professional expertise of members of staff, especially with regard to the quality of teaching.

A school visit is also not about:

- Checking on the progress of your own child or known children
- Monopolising staff time
- Arriving with inflexible or pre-conceived ideas
- Pursuing personal agendas or issues

When to Visit:

Each term, the Head Teacher will agree with governors a date for Governor Monitoring Week. During this week, the school will be open from 8.00 am until 5.00 pm. Governors are encouraged to visit during this time and no appointment will be necessary. Prior to Governor Monitoring Week, the Chair of the Governing Body will agree a focus area for each governor and this should be linked to the Single School Improvement Plan/Key Milestones.

Where governors have a subject monitoring role, it is expected that they will arrange at least 2 visits per year with the designated subject leader. Contact details are available from the school and in the first instance, e-mail is encouraged.

Introduction:

To ensure that visits to school are structured, enjoyable and productive the Governing Body has agreed to adopt the following protocol:

Prior to a visit, governors will:

- Clarify the purpose of the visit with the Chair of the Governing Body
- If the visit falls outside Governor Monitoring Week, agree a date and time for the visit and make sure that it is suitable for the purpose identified
- Review any supporting information such as the School Improvement Plan and performance data where relevant
- Prepare questions in advance

On the day of the visit, governors will:

- Report to reception to sign in
- Wear professional dress and an ID badge
- Mobile phones must be turned off and preferably not taken into school
- Collect a visit report from the administrators at the school

During the visit, governors will:

- Introduce yourself to each member of staff you visit
- For classroom/wider school visits, governors will use the protocol checklist (set out below)
- Keep to the agreed timetable but be flexible
- Observe discreetly
- Not distract the teacher but will be prepared to contribute if asked to do so
- Be courteous and professional at all times
- Remember the purpose of the visit

After the visit, governors will:

- Discuss her/his observations with the teacher and clarify any issues which are unclear
- Thank the teacher for supporting the work of governors in allowing the visit
- Make notes and write-up a brief report that will be left with the administrator in a sealed envelope marked for the attention of the Chair of Governors. This must be done on the day of the visit.
- Maintain confidentiality at all times

Protocol Checklist for Governor Monitoring Visits to School

No.	Protocol	Check
1	Is the purpose of my visit clear?	Yes/No
2	Does the agreed timing of my visit support this purpose?	Yes/No
3	Have I reviewed the relevant documents?	Yes/No
4	Have I prepared questions in advance?	Yes/No
5	Have I avoided visiting my own child's class?	Yes/No
6	Have I agreed my role in class with the teacher?	Yes/No
7	Have I observed policies/action plans in action?	Yes/No
8	Have I identified a need for additional resources?	Yes/No
9	Have I thanked the staff involved?	Yes/No
10	Have I left a draft report of my visit with the school marked for the attention of the Chair of Governors?	Yes/No

Feedback to the Head Teacher

Please outline how you provided feedback to the Head Teacher

Comment on Culture of Safeguarding

Please ensure you include a comment about the school's Culture of Safeguarding

Implications for the Governing Body

Please identify any issues arising from your visit which need to be considered by the governing body – e.g. issues of resources or resource allocation, particular obstacles in the way of progress and/or things that really impressed you

Head Teacher Comment

Signed: _____ (Governor)

Signed: _____ (Chair of Governors)

Signed: _____ (Head Teacher)

Please remember to complete your report at the end of your visit and leave a copy with the administrators at the school you have visited