

GOVERNOR VISITS PROTOCOL

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Introduction

On appointment, Governors commit to lead the school with an aim to promote the highest standards for all. They take responsibility for determining, monitoring and keeping under review, the broad policies, plans and procedures within which the school operates.

Governors have a general duty to act fairly and without prejudice at all times and will strive to fulfil all reasonable expectations of a good employer; key to this are good communication systems with the school community. Their central concern is the welfare of the school as a whole. Governors must know the school well and the Code of Practice requires them to take all possible opportunities to attend school events and activities where invited to do so.

All members of the Governing Body strive to operate as a team in which constructive working relationships are actively promoted and they are committed to the development of effective working relationships with all stakeholders.

Visits to the school are an essential part of governance and all visits to the school will be undertaken within this framework, which has been established by the Governing Body in consultation with the Headteacher.

Governors will ensure they are familiar with health and safety procedures, including what to do in the event of a fire.

School events

Governors will be kept informed of forthcoming school events and be invited to attend or participate as appropriate.

Designated Governor roles

Four Governors are appointed to undertake the monitoring and evaluation of a specific area of school life; these roles are:

Data Governor
Finance Governor
Safeguarding Governor
Special Educational Needs and Disability Governor

Governors fulfilling these designated roles are encouraged to keep in regular contact with their designated departments, aiming to meet with them once a term. Meetings that are required in respect of this responsibility should always be by prior arrangement. Members of staff are always free to say that a particular time is not convenient, but an alternative, mutually convenient time should be agreed.

Should Governors wish to come into school to meet with a member of staff, or to investigate an aspect of school life in more detail, then they should arrange this through the Company Secretary.