



TRUSTEE/GOVERNOR VISITS PROTOCOL

Scalby Learning Trust utilises the National Governors' Association guidance document in order to ensure Governor and Trustee visits to its schools are consistently in line with best practice.

Frequency of visits:

Trustees:

At least one representative of the Trust board should visit the schools within it at least annually and report back to the Trust board. This augments the monitoring visits of the CEO who will do so at least once every half term in each school.

Governors:

All Governors are expected to visit the school at least once annually. This will usually be in relation to their link governor role. In key link governor roles, there should be at least two visits per year, up to a maximum of three spaced at one per term:

Safeguarding, Health & Safety, Attendance, Finance, Curriculum

Conducting a Governor visit:

- All visits should be scheduled in advance with the agreement of the Headteacher and any other staff it pertains to.
- The visit should have a clear focus, agreed with staff beforehand.
- It is important to remember that Governor visits are for monitoring purposes and are not inspections.
"Governors are not inspectors and it is not their role to assess the quality or method of teaching or extent of learning". NGA guidance
- A report using the NGA template should be completed after every visit and sent to the staff involved and LGB clerk for publication to the LGB.

