



Guidance for Link Governors

School Visits & Faculty Review Meetings

One of the key roles and responsibilities for the Governing body of Stafford Sports College is to monitor progress and performance of the school. Undertaking visits demonstrates the Governors role in the strategic management of the school by helping to hold the school to account and evaluate its progress providing challenge and support to the Headteacher and the senior leadership team. Governors visits will form an integral part of the schools yearly monitoring programme. Link Governors are required to make at least 3 visits per academic year (Autumn Term/Spring Term/Summer Term).

Strategic Aims

- ❖ Improve governor knowledge of the school, its staff, needs, priorities, strengths and weaknesses.
- ❖ Monitor and assess the priorities as outlined in the school improvement plan and action plans of subjects/areas of responsibility.
- ❖ Support and challenge the senior leadership team in the 4 key areas of Ofsted: *Achievement, Quality of Teaching, Behaviour & Safety, Leadership & Management.*
- ❖ Assist the governing body in fulfilling its statutory duties.

Personal Aims

- ❖ See the school at work and observe the range of attitudes, behaviours and achievements.
- ❖ Get to know the staff and demonstrate their commitment to the school.
- ❖ Give active support to the staff and the activities of the school.
- ❖ Be aware of the effect of change and different approaches to teaching and learning.
- ❖ Evaluate resources and discuss with staff further requirements.
- ❖ Gain first-hand information to assist with policy and decision making.
- ❖ Work in partnership with the staff.

Visit/Meeting Protocols

- ❖ Agree a date, time and focus for the visit.
- ❖ In conjunction with the Headteacher/Deputy /Staff member where necessary, plan which class(es) will be visited (ensuring classes containing relatives of Governors are avoided).
- ❖ Seek advice regarding the role of the Governor where necessary within the observed lesson (only participate in the class at the invitation of the teacher).
- ❖ Respect the professionalism of the member of staff, supporting not interfering.
- ❖ Agree that all contact made is strictly confidential and should be discussed only with the Headteacher/Deputy.
- ❖ Recognise that any comments about a lesson, its content, a department or office, staff or student, should not be made to anyone other than the Headteacher/Deputy.
- ❖ After conducting a subject visit a verbal report should be provided to the Headteacher/Deputy Headteacher followed by completion of the Link Governor School Visit Report (Appendix 1).
- ❖ After conducting a meeting with an individual member of staff a verbal report should be provided to the Headteacher/Deputy followed by completion of the Link Governor Faculty Review Report (Appendix 2/3).
- ❖ Completed reports should be submitted to the Headteacher initially, followed by the Clerk to Governors who will ensure its circulation to the governing body and appropriate staff.



Link Governor School Visit Report

Appendix 1

Governors should report on the agreed focus giving constructive, supportive and developmental feedback. The report should be completed without giving opinions and where possible individuals should not be identified. The report is intended to be a 'snapshot' and judgments about the professional expertise of the teacher should not be made.

Governor name: _____

Area of responsibility: _____

Focus of meeting: _____

Date of meeting: _____

Staff member: _____

Class visited: _____

Visit Summary

1. What I have learnt as a result of my visit:

2. Positive comments about the focus:

3. Aspects requiring clarification/questions I have:

4. Ideas for future visits:

5. Other comments:

Signed: _____

Link Governor

Signed: _____

Headteacher/Deputy



Link Governor Faculty Review Report

Autumn/Spring Term

Appendix 2

Report on the agreed focus giving constructive, supportive and developmental feedback. This report should be completed without giving opinions and where possible individuals should not be identified. The report is intended to be a 'snapshot' and judgments about the professional expertise of the member of staff should not be made.

Governor name: _____

Area of responsibility: _____

Focus of meeting: _____

Date of meeting: _____

Staff member: _____

Objectives of Meeting

1. Start to develop a working relationship.
2. Know where the subject is within the school.
3. Know how the subject will be developed over the next 12 months.

Brief Meeting Notes

Positive Feedback Comments

1. _____

2. _____

3. _____

Questions/Points for development

1. _____

2. _____

Signed: _____
Link Governor

Signed: _____
Headteacher/Deputy



Link Governor Faculty Review Report

Spring/Summer Term

Appendix 3

Report on the agreed focus giving constructive, supportive and developmental feedback. This report should be completed without giving opinions and where possible individuals should not be identified. The report is intended to be a 'snapshot' and judgments about the professional expertise of the member of staff should not be made.

Governor name: _____
Area of responsibility: _____
Focus of meeting: _____
Date of meeting: _____
Staff member: _____

Objectives of Meeting

1. Demonstrate a strengthening working relationship.
2. Understand and evaluate the progress made across the school.
3. Understand and evaluate the evidence gathered about the improvement in students learning, engagement and achievement across the school.
4. Identify any areas for improvement in the future.

Summary of progress over the year

Summary of impact upon students learning and achievement

Possible future improvements

Signed: _____
Link Governor

Signed: _____
Headteacher/Deputy