



PUTTERIDGE HIGH SCHOOL

Link Governors Protocol

ROLES AND REMIT OF LINK GOVERNORS

Introduction

The Governing Body has a Link Governor Co-ordinator (P Shawley) appointed together with link governors to act as the liaison between the Governing Body and specific subject/curriculum areas or aspect of the work of the school. The role of a link governor is as a source of support to the school and a source of information for the governing body. An integral part of the link governor role is to visit the school and learn about the general running of the specific areas of the school. It is not an inspection but a fact finding and observational visit.

The Governing Body plays a central role in challenging and supporting the School to set a strong vision and provide the best educational experience we can for students and parents in the community we serve. The role of the Link Governor is a key component to the way the Governing Body understands monitors and evaluates the impact of School development in different areas of the School.

Assigning link governors

The Governing Body will assign governors to link to various curriculum areas in order to monitor the School Improvement Plan (S.I.P.) and oversee the areas with Key Governance roles such as Child Protection, Special Educational Needs and Pupil Premium.

Governors School Visits

It is important that Link Governor Visits are conducted in an appropriate way and the purpose of this policy is to provide a framework for visits with the following objectives:

- To enable all participants to make the most effective use of the visit;
- To help the School community to get to know the governors;
- To ensure that visits are conducted properly;
- To contribute to School improvement;
- To enable the Governing Body to carry out its statutory duty to monitor and evaluate the work of the school.

Format of visits

- a) The Link Governor Co-ordinator, P Shawley, in consultation with the Headteacher, will approve a schedule of governor visits annually to take place throughout the School year;
- b) Each visit will have a clear focus, linked to a particular subject/ curriculum area;
- c) Within the annual schedule there are 6 key types of governor visits:
 - Link visits with subject leader
 - Link Governors day visits
 - Attendance at working party meetings focussing on whole school objectives
 - Invitation to school events
 - Joint Leadership / Governor training
- d) The visiting governor will inform and give the Headteacher written feedback, (where appropriate) via the governors feedback form for collation. This should be submitted to the Headteacher/Clerk to the Governing Body within 7 days of the visit.

Responsibilities of visiting Governors and Staff

- a) Visiting Governors will be courteous and considerate at all times and respect the role they fulfil;
- b) Governors will not make judgements about the effectiveness of the teaching they observe;
- c) Governors will record their visits and observations (non-judgementally) in a written report that will be given to the next meeting of the Full Governing Body (or relevant committee if appropriate) and copied to the Headteacher for collation
- d) If there are any causes of concern that need to be addressed with the Headteacher, the link governor should seek to meet with him as soon as possible to discuss
- e) Governors will respect confidentiality arising from any aspect of the visit.
- f) Governors will sign in and out and follow the school safeguarding procedures.

Policy into Practice

See ***Governor visits programme, information and guidance*** document produced annually for lists of link governors and schedule of visits.

Link Governor Protocol	Link Governors Protocol and Practice
Review Cycle	3 years
Policy Reviewed by	PS/KC
Committee responsible	FGB
Statutory/Discretionary/School	Discretionary
Date of FGB approval	December 2016
Date of next FGB review	December 2019



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Governors Visit Report Form

Governors Name:	Curriculum area visited:
Date & length of visit:	Person visited:
Format of visit:	
Purpose & objectives of visit (refer to school/department SIP priorities):	
Brief description of visit outcomes:	
Were the objectives met and to what extent? Yes/No Fully/Partially/None	
What went well:	
1)	
2)	
3)	
Even better if:	
1)	
2)	
3)	

Any other feedback:

Following the visit what actions, if any, need to be taken?

Proposed focus for next Link Governor meeting (as agreed from this visit):

Signature: _____ Date: _____