

Code of Practice for Academy Advisory Board visits

Purpose of Visits

For governors to:

- Recognise and celebrate success
- Develop relationships with staff (they may be assigned to dedicated phases/subjects etc at the discretion of the Chair)
- Get to know the students
- Understand the environment in which teachers are working
- See policies and/or schemes of work in action

For teachers to:

- Ensure the AAB understands the reality of the classroom
- Understand better the governors' roles and responsibilities
- Have the opportunity to reflect on practice through discussion
- Highlight the need for particular resources

What AAB Visits are NOT About

They are not about:

- Making judgements about the quality of teaching and learning.
- Pursuing personal agendas
- Monopolising teachers' time

Visit Protocols

Before the visit always:

- Arrange details of the visit with the staff member concerned, ensuring the Principal/Headteacher and Chair of Governors is aware
- Agree the level of confidentiality
- Agree the purpose of the visit

During the visit always:

- Observe any class guidelines/rules
- Talk to the students but do not disturb the lesson in any way
- Save the writing up of your visit for outside the classroom

After the visit always:

- Complete the Governor NoV form and send to the staff member associated with the visit
- If there are any areas of significant concern, discuss these with the Principal/Headteacher
- Send the NoV form to the Chair and Clerk for central storage
- All NoV to be sent to the Principal/Headteacher and available at the AAB

Governors' Note of Visit

Academy:

Date of Visit:

Governor Name:

**Arrive/Depart
times:**

Purpose of Visit:



Staff involved:



Progress on actions from previous visit *(where applicable):*



Activities undertaken during this visit:



Summary of discussion and observations during the visit *(where applicable):*



Questions arising from visit:



Principal/Headteacher/Staff comments:



Signature of Governor:

Signature of Staff Member: