

Protocols for Governor Visits in College

The purpose of Governors' visits is to develop familiarity with the workings of the College and to raise the profile of Governors with the staff and students of the College. **The visits have no connection with inspection, quality assurance or any other function of College management.**

Staff should:

- a) Understand that some governors may know very little about the modern curriculum and teaching methods or about how the College is managed at departmental level,
- b) Aim to explain as clearly as possible in the time available the department's aims, processes, achievements and challenges.

Governors should ensure:

- a) They are aware of and follow the College's safeguarding procedures
- a) They do not intervene in College process (for example by engaging all students in a lesson) unless invited. Remember that a visit by a governor can be stressful for staff and will alter the existing dynamics
- b) They clarify any doubts or questions they may have,
- c) They neither advise staff on matters of management nor offer themselves as advocates for staff with the Executive Team. Governors should take care in expressing personal opinions, which may appear to give a commitment on behalf of the Group. Views and opinions should not be attributable to the Corporation unless that issue has been discussed by that Body and a conclusion reached and documented.
- d) They avail themselves of opportunities at Board and Committee Meetings to seek supplementary clarification informally of Executive Team Members.
- e) During lesson/tutorial visits, it would be appropriate for governors to introduce themselves and say something briefly about their role e.g. taking an interest in the College and its activities. Governors may, with the permission of the staff member concerned, ask the students what they are doing, how they are finding the subject. **Governors should avoid** asking questions which could lead to students making an evaluative comment about the teacher or the teaching.
- f) Governors may be approached by staff who have complaints and concerns about some aspect of the College's affairs. Governors need to listen but they also need to be aware that the primary responsibility for management rests with the CEO, Principals and managers; and that staff should be directed to the most appropriate avenues to voice areas of concern.

The visits should be seen as a positive experience by all involved. Whether you are a governor or a member of staff, if you have any concerns about governor visits, or this protocol, please speak, in the first instance, to the Directors of Governance:

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Version	Effective from	Summary of change	Prepared by	Approved by
1	26.03.19	New protocol	Directors of Governance	ESCG Board