## School visits report

|  |  |
| --- | --- |
| School: | Link Area: |
| Governor/trustee name: | Date of visit: |
| Focus of visit and name of lead staff member:*Visits should focus on:** *strategic priorities and key policies agreed by the governing board, linked back to the School Development Plan*
* *the evaluation of progress: are the things people say are happening actually happening?*
* *seeking assurance that the needs of pupils are being met (such as safeguarding and SEND)*
 |
| Summary of activities: *For example:* * *meeting staff with leadership responsibility for specific areas, such as safeguarding or SEND*
* *talking to staff and pupils*
* *experiencing a lesson being taught (as part of getting to know the school, rather than making judgements about quality of teaching)*
* *seeing examples of pupil work*
 |
| What have I learned as a result of my visit and how will I feed this back to my board? *Relate this back to focus of your visit* |
| Discussion points for the governing board: |
| Any other comments:*An opportunity for the relevant staff member to provide comments on your report.* |