**Governor Visit**

Date: Name of governor:

Purpose: (Please tick)

* Visit a class
* Visit a teacher
* Take part/observe whole school e.g. assembly, Science Day etc.
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete the first section after every visit so that we have a record. On some of your visits you may need/want to complete the other sections but this will not always be necessary.

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| --- |
| **What did you see today?** |
| What have you learned about the school? |
| Do you plan to make a follow up visit and if so, what do you hope to see? |
| Do you have issues to share with the rest of the governors and/ or Mrs Adak? |

**Thank you for visiting Monkfrith**

**Governor visits**

Governor visits are an important way of ensuring that governors are able to carry out their role as 'critical friends'. Visits offer a great opportunity to see the school in action. Demonstrating to all the staff and pupils that the governors really do take an active interest in their school.

**Planning a visit**:

All visits must be arranged in advance. Governors can e-mail, phone or speak to the headteacher directly. If a visit is for a coordinator meeting the headteacher can arrange for initial contact between governor and teacher.

**Assemblies**:

Governors and parents are always welcome to attend the Friday morning assembly.

**New governors**:

If you are new to the governing body you may wish to talk through the procedure in advance with a more experienced governor. Having a clear plan for the visit should make you feel more confident.

**Record keeping**:

Please complete either the Governor visit form or the Coordinator visit form. Guidelines are on the sheets. You should sign and date the form before passing it to the relevant member of staff, they will read your account and sign. Should the teacher be unhappy with any of your comments, or notice inaccuracies they may ask you to amend the record. The forms are kept in a folder in the headteacher's office. You could ask the teacher or office staff to pass the form to the headteacher for filing.

**Any serious concerns?**

There is a section on the standard visit form where governors can write about any issues or concerns. In the unlikely event of a serious concern governors should not speak to teaching staff directly but arrange to speak to the headteacher as soon as possible.

**Pupil confidentiality**:

Whatever governors see relating to individual pupils must remain absolutely confidential.

**Sharing information with the rest of the governors:**

Please feel free to share any observations, concerns, suggestions at the next relevant committee meeting or at the next meeting of the full governing body.

**Many thanks for giving up your time.**