

St Mark’s CofE Primary School

**Governor School Visit Record**

***Good Governance Reminders:***

* *The date and purpose of any visit must be discussed and agreed with the Head Teacher before any approach to other staff*
* *Disruption to the school must be minimised*
* *Key personnel must be given time to prepare for any meeting or review*
* *Governors cannot, and must not assess or, comment on teaching standards of individual or groups of teaching and/or classroom staff.*
* *Any conclusions, criticisms, or concerns should be discussed with the Head teacher prior to any comment or discussion with other staff, or the production of any written report.*

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| **name(s) of Governor:** |  |  | **date of visit:** |

**PREPARATION**

**purpose of visit:**

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**structure/timetable of visit:**

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**VISIT/REVIEW**

**Governor observations and evaluations (including issues/questions to be followed up):**

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NB – Comments should be limited to bullet points, and to briefly describe what was seen, and any conclusions or issues requiring further review or investigation. The visit record should be no more than 2 pages.

**ETHOS**

**What did you notice that supports the Ethos of the school and our Christian Values?**

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**SAFEGUARDING**

**Is there anything you have picked up that demonstrates positive safeguarding practice?**

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**POST VISIT**

**any key issues arising for discussion by the governing body:**

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**Governor:**

**Head Teacher: (Via Email)**

**Date:**