

# Guidance for Governor Visits



## Before your visit:

- At least two weeks before the planned visit agree a time and date with the Head and Class Teacher.
- Consider your visit focus in consultation with the Class Teacher / Head. Ask for the improvement plan for your chosen focus if there is one or you may decide on an area of your own focus or interest.

## Visit focus examples:

Some of these may relate to the improvement plan

- An overview of how a subject is taught.
- A book look, how does work change over the course of the year or a series of lessons?
- Achievement of special needs or gifted & talented children.
- How are a particular group of children taught within the mixed age class?
- How are lessons planned?
- What resources are available for a particular subject or the improvement focus?
- How do displays or school areas look?

## During your visit:

- Sign in at the office.
- Ask for a lesson plan if you are observing a lesson.
- Introduce yourself & speak to the children. What are they learning today? Do they like the subject, etc?
- Work with and support groups of children. Speak to the teacher, either during the lesson or after, to ask any questions.
- Look around the school / class.

## After your visit:

- Write a brief report/notes outlining your main findings or thoughts. Refer to your visit focus.
- Share your findings with the Head & Teacher.
- Sign out at the office.
- Share your findings with the Governing Body at the next meeting, either as a verbal report or written.

## Schedule of visits:

Governor Visiting	Month of Visit
Lyndsey Winston	January
Liz Allison	February
Andrea Towse	March
Michelle Norris	April
Carol Webster	May
Thomas Somers	June
Michael Hampson	July
Hannah Astin	September
Danielle Brown	October
Peter King	November
	December

Useful QR codes

