



# 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:**

<b>Governor Visiting</b>	<b>Month of Visit</b>
Lynsey Winston	January
Liz Allison	February
Andrea Towse	March
Michelle Norris	April
	May
Thomas Somers	June
Michael Hampson	July
Hannah Astin	September
Danielle Brown	October
Peter King	November
Caroline Tutton-Wood	December



Useful QR codes

