



St Mary Abbots Church of England Primary School

2 Kensington Church Court, London, W8 4SP

St Mary Abbots Governor School Visit Record

2017-2018 Governor Visit Weeks: 4-8 December 2017, 22-26 January 2018, 19-23 March 2018, 14-18 May 2018, 11-15 June 2018
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Top Three Key Areas for 2017-2018: 1) Raise Standards in mathematics across the school, 2) consistency of presentation throughout school, 3) increase number achieving greater depth of learning at the end of each Key Stage

The Rationale for Governors Visiting St Mary Abbots

- To enable Governors to fulfil their statutory duties and responsibilities
- To enable Governors to be better informed at Governors' Meetings and to be able to make an informed contribution to the strategic work of the school
- To gain a better understanding of particular areas of school provision
- To understand more about the deployment of school resources
- To be better informed about the implementation of the school's policies
- To get to know staff better
- To be able to demonstrate that the Governing Body of the school take their responsibilities seriously
- To carry out checks on aspects such as financial procedures, special educational needs provision, health and safety, and child protection
- To visit classrooms to observe the impact of recent school improvement projects
- To spend time with a representative group to gather information and opinions from members of the school community. For example, meetings could focus on the impact of development training on staff
- It is worth remembering that "Governors are not there as inspectors or to pass judgements on the work of individual teachers and much will depend upon the sensitivity of the governors to the feelings of the teaching staff about being observed." (A Guide for Governors)

Preparing to Visit

Governors who are planning on making a visit to school need to have made prior arrangements with the Headteacher. They need to be clear about the purpose of the visit and what they will be focussing on. The length of the visit will be agreed beforehand. It is important that everyone involved in the visit is prepared for it, and that all teachers are aware of the purpose. The Headteacher will approach the teachers and staff concerned before the visit takes place.

Follow up to the Visit

All formal visits should be reported back via the Clerk to the full Governing Body, using the following template wherever possible. Governors should be mindful that the report will be seen by school staff. When reporting back it is important to remember that Governor visit should relate to their responsibilities as governors. It is the Head Teacher's job to manage the school, in accordance with the aims and objectives and policies approved by the Governing Body.

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Name:

Date:

Focus of visit (link to strategy and school development plan)

Summary of activities e.g. talking to staff and pupils, looking at specific resources, having lunch etc.

What have I learned as a result of my visit? (relate this back to focus of visit)

Aspects I would like clarified/questions that I have:

Actions for the governing board to consider:

Any other comments/ideas for future visits:

Signed _____