

Appendix 2

## Governor Visit Report

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | | | | **Date of Visit:** | | | | |
| **Area of responsibility:** | | | | | | | | |
| **Classes/**  **staff visited:** |  | | | **Purpose of visit:** | |  | | |
| **Summary of activities e.g. talking to staff and pupils, looking at resources, had lunch etc.** | | | | |  | | | |
| **What have I learned as a result of my visit?** | | | | | **Positive comments about the visit:** | | | |
|  | | | | |  | | | |
| **Aspects I would like clarified/questions that I have:** | |  | | | | | | |
| **Ideas for future**  **visits:** | |  | | | | | | |
| **Other comments (Governor):** | |  | | | | | | |
| **Staff and Headteacher comments:** | |  | | | | | | |
| **Signed (Governor):** | | |  | | | | **Date:** |  |
| **Signed**  **(Teacher/School Lead):** | | |  | | | | **Date:** |  |
| **Signed (Headteacher):** | | |  | | | | **Date:** |  |

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| --- | --- | --- | --- |
| **Key:** | **Completed prior to visit** | **Completed prior to and**  **post visit** | **Completed post visit** |