## School visits report

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| School: | Link Area: |
| Governor/trustee name: | Date of visit: |
| Focus of visit and name of lead staff member:  *Visits should focus on:*   * *strategic priorities and key policies agreed by the governing board, linked back to the School Development Plan* * *the evaluation of progress: are the things people say are happening actually happening?* * *seeking assurance that the needs of pupils are being met (such as safeguarding and SEND)* | |
| Summary of activities:  *For example:*   * *meeting staff with leadership responsibility for specific areas, such as safeguarding or SEND* * *talking to staff and pupils* * *experiencing a lesson being taught (as part of getting to know the school, rather than making judgements about quality of teaching)* * *seeing examples of pupil work* | |
| What have I learned as a result of my visit and how will I feed this back to my board?  *Relate this back to focus of your visit* | |
| Discussion points for the governing board: | |
| Any other comments:  *An opportunity for the relevant staff member to provide comments on your report.* | |