

**Shincliffe C.of E. (Controlled) Primary School**  
**Governor Visit Proforma**

<b>*Name:</b> <b>*Governor Responsibility Area:</b>	<b>*Date:</b> <b>Duration of visit:</b>
<b>*Type of visit:</b> <b>Formal</b> ( <i>Curriculum / HSE/ SEND/ Religious Foundation etc.</i> ) <b>Informal</b> ( <i>school trip, play, assembly, sports day</i> )	
<b>*Focus of visit:</b> ( <i>please refer to the School Improvement Plan, statutory requirements, SIAMS and/ or Foundation requirements etc.</i> )	
<b>Staff member / classroom / area visited:</b>	
<b>Documentation reviewed in preparation, if appropriate:</b> ( <i>e.g. RAISEONLINE, data dashboard, Governing Body minutes, SIP, SIAMS, and Policies etc.</i> )	
<b>Summary of activity:</b> ( <i>e.g. observing classroom, talking to staff, pupils, H&amp;S monitoring, having lunch, reading with children, school trip etc.</i> )	
<b>Evidence Gathered:</b> ( <i>e.g. progress, class teacher discussion, work displays, pupil books, looking at resources</i> )	
<b>Evaluation and Impact: (SO WHAT? – What difference are we making? What are we achieving? )</b> <b>School Improvement, Pupil Safety, Behaviour and Well-being, Partnership and Community Engagement. :</b> ( <i>with reference to SIP, Pupil Premium, Sports Premium, curriculum, statutory requirements RAISEONLINE, School vision and values, SIAMS, Policies etc.</i> ) :	
<b>Actions/ Ideas for future visits / Questions / Issues for Governing Body :</b>	

Governor’s Signature..... Head Teacher’s Signature.....  
 Date taken to Governing Body: .....

<b>Comments / Actions from Governing Body:</b>
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