<<Insert School Header>>

**Name of governor/s: ……………………………………………………**

**Staff member(s) met: ……………………………………………………**

**Date of visit: ……………………….**

|  |  |
| --- | --- |
| **Purpose/ agreed focus** |  |
| **Link to any priorities**  (School Improvement/ Development Plan or statutory) |  |
| **Activities undertaken** (discussion with staff/ observation/ walk around/ talking to children/ examining the Single Central Record etc) |  |
| **What I found out**  (Evidence seen, shared, heard etc with examples of impact from the board/school's work) |  |
| **What I still want to know?** |  |
| **Safeguarding and Health & Safety observations**  (eg sign in processes, visitor badges) |  |
| **Actions or considerations**  **for the board** |  |