

Upperwood Academy – Governors’ Week

Week Commencing 19/11/18

School Visits – an Aide Memoire

What is the purpose of the visit?

What has prompted my decision to visit?

Who has prompted my decision to visit?

Is the reason specific or general?

What are my/other people’s expectations?

How can my visit benefit the teacher?

Did I achieve my aim?

To what extent did I address the reason for my visit?

Which of my questions did I answer?

To what extent did I fulfil my own/other people’s expectations?

What difficulties did I meet and why?

Is there any follow-up?

Have I recorded my experiences?

Did I ‘report back’ to the head and staff?

Have I prepared a short report for the next governors’ meeting?

How can I build on this for the next visit?

**Upperwood Academy
Governor Visit Report**

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|--|------------------------------------|
| Name | Kath Williams |
| Date of Visit | 28/11/2019 |
| Focus of Visit | Observing newly employed teachers. |
| Classes / Staff Visited | Class 7 |
| Summary of activities, e.g. observing classes, talking to staff and pupils, looking at resources, had lunch, etc. Observing teaching – 7 – calm atmosphere, clarity of purpose, good behaviour management. The children were learning about Vikings within a reading and vocabulary lesson. Pupils read in pairs and were being encouraged to use expression. | |
| What I learned as a result of my visit Learnt about daily teaching of reading in Year 4/5 and how the weekly structure of reading is taught. | |
| Positive comments about the focus The teacher joined the school in September and had previously only taught Y1. Through school support/team teaching and planning support Chloe has made a strong transition to Year 4 and is becoming more confident. | |
| Aspects I would like clarified / questions I have I was involved in Chloe's recruitment. It was interesting to see her progress and has given me feedback in our recruitment process. | |
| Any other comments & link to governor decisions. Children were on task and keen to contribute to the lesson. | |

Signed _____

(Governor)

Signed _____
(Principal / Coordinator)

