# School visits: report template

For governor & director monitoring visits

***Based on NGA template***

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| --- | --- |
| Name of school: |  |
| Governor/director name: |  |
| Name of lead staff member: |  |
| Date of visit: |  |
| **Focus of visit** | |
| *Visits should focus on:*   * *strategic priorities (or pillars) and key policies agreed by the governing board* * *the evaluation of progress: are the things people say are happening actually happening?* * *seeking assurance that the needs of pupils/ staff are being met* | |
| **Potential questions arising from Academy plan pillars** | |
| *For example:*   * *Do leaders have a clear plan for how they address poor attendance and clear attendance triggers which prompt an escalation in their response? How have they established a culture in which attendance matters?* * *Does the school have a comprehensive, exciting, engaging range of extra-curricular opportunities for children? Have leaders removed the any barriers identified (especially for those with SEN PP)?* * *Are barriers to learning effectively removed? Do staff at all levels understand their role in contributing to the removal of barriers?* | |
| **Summary of activities** | |
| *For example:*   * *meeting staff with responsibility for specific areas (such as safeguarding or SEND)* * *talking to staff, pupils and parents* * *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 and how will I feed this back to my governing body?** | |
| *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.* | |

Please email the completed form to clerk1@romeromac.com

**Useful links**

***Pillar 1*** [CSI Comparative Grade Descriptors September](https://img1.wsimg.com/blobby/go/7e4d844e-fe50-42b8-a9fd-aea1a3f33ea6/downloads/2.1%20CSI%20Comparative%20Grade%20Descriptors%20Septembe.pdf?ver=1695379401028)

[Inspection documents | Catholic Schools Inspectorate](https://catholicschoolsinspectorate.org.uk/inspection-documents)