

Governance monitoring

Visit report template

Name:	Date of visit:
Focus of visit and name of lead staff member: <i>Link to strategy and/or school development plan, effective implementation of policy/ vision/values</i>	
Summary of activities: <i>E.g. talking to staff and pupils, looking at specific resources, specific questions etc.</i>	
What have I learned as a result of my visit and how will I feed this back to my board? <i>Relate this back to focus of visit</i>	
Aspects I would like clarified/further questions that I have:	
Actions for the governing board to consider and/or actions for school staff to undertake following consultation with the appropriate executive leader:	
Any other comments:	
Signed	Signed
<i>(Governor/Trustee/Committee Member)</i>	<i>(Headteacher/CEO on behalf of the school/trust)</i>