



CORE Education Trust Member/Trustee/Governor Record of Visit Form

The form below should be used to plan a visit to your school. Once you have undertaken a visit, please complete the form and email a copy of it to either the Clerk to Governors (jw@core-education.co.uk) or the Head of Governance (bp@core-education.co.uk)

If you have any questions or are unsure about how to answer any of the sections in the report below, please don't hesitate to contact Becky or Jeannette for guidance - Thank you.

Name and role of governor (e.g. SEND, Safeguarding, Pupil Premium link etc)	
Name and role of staff member(s) you met with	
Date and time of visit	
Agreed focus <i>(Make sure you focus on the agreed reason for the visit. Avoid getting distracted by other issues that haven't been agreed with the member of staff)</i>	
Which school objective or priority does this visit link to? <i>(This might be taken from the school improvement plan (SIP) objectives or the Trust's strategic priorities)</i>	
What is the school doing within this area of focus? <i>Tips:</i> <i>Ask open questions beginning with 'what', 'how', 'when', 'how often', 'why', 'who' and 'where'</i> <i>Don't be afraid to clarify any terms or acronyms you're not familiar with</i> <i>Please note any specific questions you asked, or any points you followed up on from a previous visit</i>	
How do you know the school's actions are having an impact? <i>Tips:</i> <i>Include specific evidence that demonstrates the positive impact the school is having in this area</i>	

<p><i>Where a positive impact hasn't been made yet, note down why that is and what steps are being taken to make progress</i></p> <p><i>Add any further evidence you'd like to see to help you make a better assessment of the impact</i></p>	
<p>What successes stood out and why?</p>	
<p>Any other comments on the school environment and overall atmosphere?</p>	
<p>Any questions or clarifications to follow up at next visit or meeting?</p>	