**Model governor visit report proforma**

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| Governor name ………………………………………  Visiting ………………………………………………… *(eg link member/s of staff)* | Date of visit: |
| Objective of this visit:  *(How does the visit relate to a key improvement priority in the School Development Plan?)* | |
| Outline of visit:  *(What did the visit comprise of?)* | |
| Governor observations and comments:  *(What did you learn about how the school is addressing the key improvement priority?)* | |
| Next steps:  *(What would you like the objective of your next visit to be?)* | |
| Next visit to be [date/term]: | |

The visit report has been shared with (as per the order below):

Link member/s of staff

Headteacher

Governing body