

CONDUCTING SCHOOL VISITS

AN 'AIDE MEMOIR' FOR SUBJECT LINK GOVERNORS



PLEASE REFLECT ON THE RELEVANT AREAS BEFORE & AFTER A VISIT TO SCHOOL

WHAT IS THE PURPOSE OF THE VISIT?
What has prompted my decision to visit? What aspect of the school development plan does my visit relate to? How can my visit benefit the school?
HOW SHALL I CARRY IT OUT?
Whom do I need to contact in advance? What particular areas of the school am I interested in? What particular activities am I interested in? What particular age group(s) am I interested in? What questions should I ask? Who should I ask?
DID I ACHIEVE MY AIM?
To what extent did I address the reason for my visit? Which of my questions did I answer? What difficulties did I meet, and why?
IS THERE ANY FOLLOW-UP?
Have I recorded my experiences? Did I "report back"? Have I prepared a short report for the next governors' meeting? How can I build on this for the next visit?

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SUBJECT LINK GOVERNOR'S VISIT

SUBJECT LINK GOVERNOR:	AREA OF RESPONSIBILITY:	DATE OF VISIT:
NAME OF MEMBER(S) OF STAFF VISITED:		ROLE OF STAFF MEMBER(S):
OBJECTIVES OF VISIT:		
1.		
2.		
3.		
CONTEXT OF THE SESSION:		
OBSERVATIONS & QUESTIONS:		