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| **Name:** |  | | | | | | | | |
| **Date of visit:** |  | | | | **Time of visit:** | |  | | |
|  | | | | | | | | | |
| **Location of visit** PLEASE TICK APPROPRIATE SCHOOL (OR CENTRAL SERVICES) | | | | | | | | | |
| Text  Description automatically generated | | Diagram, logo  Description automatically generated | | A picture containing text, clipart  Description automatically generated | | A picture containing text, clipart  Description automatically generated | | | A picture containing text, clipart  Description automatically generated |
|  | |  | |  | |  | | |  |
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| **Purpose of visit summary** | | | | | | | | | |
| e.g. ‘area of scrutiny’ visit | observing classes | meeting to staff | looking at resources | lunch with staff / pupils | | | | | | | | | |
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| **Observations / questions** | | | | | | | | | |
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| **Any good practice, obstacles or key challenges identified in the school / department** | | | | | | | | | |
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| **Recommendations / suggestions / ideas for future visits** | | | | | | | | | |
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| **Any actions agreed with the head teacher or senior leaders** | | | | | | | | | |
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| **Any other comments** | | | | | | | | | |
|  | | | | | | | | | |
| **Electronic form**  Please e-mail the form to **both** the school office and the governance support team  **Paper form**  Please return to the school office.  The office **must** scan the paper form and e-mail a copy to the governance support team | | | | | | | | | |
| [heights@northstartrust.org.uk](mailto:heights@northstartrust.org.uk) | | | [kingfisher@northstartrust.org.uk](mailto:kingfisher@northstartrust.org.uk%20) | | | | |  | |
| [heron@northstartrust.org.uk](mailto:heron@northstartrust.org.uk) | | | [woodpecker@northstartrust.org.uk](mailto:woodpecker@northstartrust.org.uk%20) | | | | | [governors@northstartrust.org.uk](mailto:governors@northstartrust.org.uk%20) | |