

Template Report for a Monitoring Visit

Formal monitoring visits are where you discuss the progress of the school in a particular area with the relevant staff member. Use this form as a reminder of what to look for and what to ask.

Part 1: plan the visit	
Name and role of governor(s)	
Name and role of staff member(s)	
Date and time of visit	
Agreed focus Make sure you focus on this agreed reason for the visit. Avoid getting distracted by other issues that have not been agreed with the member of staff.	
Relevant school objective or priority This might be taken from the school improvement plan (SIP) objectives or the school's overarching vision.	
Questions to ask Note specific questions you want to ask based on the SIP, or points to follow up on from a previous visit. Share these questions with the staff member you are visiting in advance, so they can prepare.	

Part 2: in the meeting
What is the school doing within this area of focus? <i>Tips:</i> • Ask open questions beginning with 'what', 'how', 'when', 'how often', 'why', 'who' and 'where' • Do not be afraid to clarify any terms or acronyms you're not familiar with • Remember you are not there to pass judgement on staff or inspect them – you remain an observer • When writing the report, use neutral language and do not name individual teachers and pupils

How do you know the school's actions are having an impact?

Remember:

- *Include specific evidence that demonstrates the positive impact the school is having in this area*
- *Where a positive impact has not been made yet, note down why that is and what steps are being taken to make progress*
- *Add any further evidence you would like to see to help you make a better assessment of the impact*

What successes stood out and why?

Questions - Workload and well-being

- Do you feel an appropriate work-life balance is achievable at KGGS?
- Is your workload manageable?
- Do you know who to talk to or contact if you needed support with either your workload or well-being?
- Is there anything leaders could do to help with workload and well-being?

Questions and clarifications to follow up with the Headteacher or Chair of Governors