Formal monitoring visits are where you discuss the progress of the school in a particular area with the relevant staff member.

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 haven't 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're visiting in advance, so they can prepare.*	

Part 2: in the meeting
What is the school doing within this area of focus?
•

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

What successes stood out and why?
•

Other comments / observations
•

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

Tips

What is the school doing within this area of focus?

Tips:

- *Ask open questions beginning with 'what', 'how', 'when', 'how often', 'why', 'who' and 'where'*
- *Don't be afraid to clarify any terms or acronyms you're not familiar with*
- *Remember you're not there to pass judgement on staff or inspect them – you remain an observer*
- *When writing the report, use neutral language and don't name individual teachers and pupils*

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

Remember:

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