

JOHN CLIFFORD
GOVERNOR VISIT CALENDAR

September	October	November	December	January	February	March	April	May	June	July
<p>E-mail list of governors to be shared</p> <p>Assign governors to committees including chair.</p> <p>Decide who is taking minutes and circulating them.</p> <p>Committees to be shared with staff.</p> <p>Visit made for a tour of the school by governors with head teacher</p> <p>Governors present for transition meetings</p>	<p>Governors to have made a link with subject co-ordinator either by e-mail, telephone or in person.</p>	<p>Governors to have attended full governing body meetings and committee meetings.</p> <p>Governors to have met with link co-ordinator and discussed action plans and links into school improvement plan. Policy for that area shared and discussed.</p> <p>Dates given to governors of future curriculum team meetings</p>	<p>All governors to have attended one school function-disco, assembly, parents evening, curriculum workshops e.g. phonics</p> <p>Dates arranged for Spring term observations or learning walks with co-ordinator</p> <p>Complete governor visit form and put on Fronter</p>	<p>Maintain links with co-ordinator and complete visit or learning walk in subject area.</p> <p>After observations meet with co-ordinator for feedback and suggestions of ways forward.</p> <p>Complete governor visit form.</p>	<p>Feedback to be given in governor meetings of visits made and future questions and areas for development.</p> <p>Share with governors ways forwards of working in those areas.</p>	<p>Meet with co-ordinator and suggest action plan for summer term.</p> <p>Arrange time for visits.</p>	EASTER	<p>Governor to complete second piece of work in their area-observation, learning walk, discussion of planning e.t.c</p> <p>Feedback with co-ordinator and suggest ways forward.</p> <p>Complete governor visit form.</p>	<p>Share at committee areas of success in areas observed or supported discuss areas for future development and plans for next school year for that curriculum area/focus</p>	<p>Celebration of good practice event.</p> <p>Governors to attend year 6 celebration assembly and any assemblies to celebrate staff-leaving e.t.c</p>

All governors to be copied into e-mails regarding school events and to be sent a school newsletter so they are aware of events in school.