

# WEAVERS' FEDERATION

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## Governors Visit Protocols

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### GOVERNORS VISITS

#### Protocols

1. If visiting classrooms only speak to students when the teacher is not talking
2. Do not speak to students about members of staff or other students.
3. If you have any concerns regarding student/staff welfare this must be reported to the Headteacher/Deputy Headteacher immediately and then followed up by email.
4. If you are unable to attend the meeting ring/email Headteacher PA asap.

#### Possible Discussion Topics with Heads of Faculty

1. Summer Examination Results
  - Key learning from the results (A/AS levels, GCSEs and BTEC)
2. What training for staff is planned (or has taken place) this academic year?
3. What professional networks does the faculty have?
4. School Improvement Priorities
  - KS3
    - i. How can the faculty accelerate progress in Y7-8?
    - ii. How is progress monitored?
    - iii. Key issues KS3
  - KS4
    - i. How is the faculty preparing students for summer exams (Year 11)?
    - ii. How is the faculty (Art/Technology, BISS, English (Media Studies only), Humanities (RE only) preparing students for summer examinations (Year 10)
    - iii. How is the foundation year being embedded (Year 9)
    - iv. Key issues KS4
  - KS5
    - i. How is the faculty preparing students for summer exams?
    - ii. Key issues KS5
5. Behaviour systems within the faculty. How effective are they?
6. The role of post holders e.g. Heads of Subject or key stage coordinators?
7. How is the Swanlea Way focus becoming embedded?

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## Swanlea School

### Governors Visit Report Form

- All students, parent/carers and staff information should be anonymised

Name of Governor:	Curriculum Area:	Date of visit:
Objectives of visit:		
1.		
2.		
3.		
Brief Notes/Observations:		

Reviewed: PGA December 2024

Approved: Going to Community Sub-committee January 2025

Review date: January 2027

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Key Actions:

Signature of visiting governor:

Date: