

Townley School – Governor/Staff Co-ordinator Visit Form

Governor's name:		Co-ordinator's name:	Subject:
			Date:
Things to discuss	Confirm in Place	Comments (Teacher or Governor)	
Policy	Y / N		
Scheme of Work	Y / N		
Adequacy of Resources	Y / N		
Assessment Procedure	Y / N		
Targets	Y / N		
SAT Results	Y / N		
Portfolio of Work	Y / N		
Co-ordinator's File	Y / N		
Focus for Observation			
Areas of concern for Co-ordinator			
Any other comments			