

St Charles Catholic Primary School- Governor Visit Form
Name of Governors: Stephen Roberts
Date: Friday 30 th June 2017
Time: 1.00pm- 1.45 pm
Visited Headteacher and Deputy
Purpose of Visit: Policy Documentation review matrix and governor area of the website
Staff Present: Mrs Roberts (Headteacher), Mrs Walker (Deputy)
<p>Comments and Observations:</p> <p>In the first instance I met with Mrs Walker, to undertake an audit of the policy documentation to be found on the school website and to consider the policy review schedule that she and Mr Hughes (Governor), had drafted. We also discussed the submission of regular subject reports to the Curriculum committee. I shared with Mrs Walker my analysis of documentation posted on the website. It was noted that some documentation was absent and that this was work in process. It was expected that all required documentation would be posted on the website by the end of term. It was agreed that I would speak to the Clerk of the Governors about four governor related policies. It was further agreed that the documentation in the governors area of the website should be presented under the same headings as that devised for the policy review and its associated matrix. A final copy of this schedule would be circulated to governors before the end of term. The school would then ensure that policy review items are duly brought to the attention of the relevant committees, on a termly basis. The notion of regular subject reports being a feature of the Curriculum committee was later agreed with Mrs Roberts and that these would commence with En, Ma and RE in the Autumn term with other subjects in the following terms, on a rolling annual basis.</p> <p>Mrs Roberts also provided me with a staffing update.</p>
<p>Next Steps:</p> <ol style="list-style-type: none"> 1. Final policy review schedule to be circulated to governors before the end of the Summer term. 2. Policy documentation on the website to be arranged in the same format as the review schedule. 3. Subject reviews to be included as a regular agenda item of the curriculum committee, on an annual rolling basis, commencing with Ma En and RE. 4. SR to contact the Clerk of the Governors in relation to four Governor specific documents. <p>Signature:</p> 
30.06.17