



## Governor Visit Report Form

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| <b>Name:</b><br><b>Sue Harrison</b>   | <b>Date/s:</b> 12/5/26  |
| <b>Focus of visit</b> <ul style="list-style-type: none"> <li>• SATs</li> </ul>  | <b>Classes/staff visited:</b><br>Y6   |
| <p><b>Summary of activities e.g. talking to staff and pupils, looking at resources, had lunch etc.</b></p> <p>The sealed SATs Reading papers were stored securely in a locked cupboard within the office. Mr Ware asked me to sign them out before they were taken to the Year 6 classroom.</p> <p>Year 6 pupils were seated quietly and calmly at their designated places. They were arranged facing opposite directions, with table shields in place to minimise distractions. All classroom displays and walls had been covered to ensure a focused testing environment, allowing Mr Maher to proceed appropriately.</p> <p>Test papers were distributed efficiently, and all necessary equipment, including pens and pencils, was checked beforehand. Pupils were given sufficient time to complete their personal details. Mr Maher then delivered clear and precise instructions to the group.</p> <p>Pupils were provided with an opportunity to ask any questions before the test commenced. Those who required a smaller group setting were supported by other members of staff and taken to alternative rooms.</p> <p>Throughout the process, pupils appeared calm, comfortable, and well-prepared. Mr Maher maintained a composed and supportive approach, contributing positively to the overall atmosphere and ensuring the test was conducted in line with expected standards. The pupils in the hub were likewise by the staff supporting them.</p> <p>The whole school were well prepared, the rest of the school showifn respect and quiet to support year 6.</p> <p>.</p> |   |
| <p style="text-align: center;"><b>What have I learned as a result of my visit?</b></p> <p>How well organised the school is for this week.<br/>           The calmness of staff and pupils.</p>  | <p style="text-align: center;"><b>Positive comments about the visit</b></p> <p>As always it is a pleasure to come in. It makes me very proud to be a governor of this school.</p> |
| <p><b>Aspects I would like clarified/questions that I have:</b></p>   |   |



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**Ideas for future visits:**

**Any other comments:**  
Thank you for having me,

**Signed:** *Susan Harrison*  
**(Governor)**