



## Governor Visit Report Form

<b>Name: Emma Pennells</b>	<b>Date/s:</b> Monday 13 <sup>th</sup> May (Full Day) Tuesday 14 <sup>th</sup> May (AM) Wednesday 15 <sup>th</sup> May (AM) Thursday 16 <sup>th</sup> May (AM)
<b>Focus of visit</b> <ul style="list-style-type: none"> <li>To observe Y6 SATs administration</li> <li>Governor Visit Day Focus: Safeguarding</li> <li>To attend Governor Safeguarding training</li> </ul>	<b>Classes/staff visited:</b> Year 6 Mr Ware Mrs Ambler, Mrs Kellet, Mrs Brownridge, Ms Glossop Miss Lightfoot
<b>Summary of activities e.g. talking to staff and pupils, looking at resources, had lunch etc.</b>	
<b><u>Monday 13<sup>th</sup> May</u></b> <ul style="list-style-type: none"> <li>Briefing with the HT in the staff room at 9:00am, setting the expectations for the day. Opportunity to ask any questions.</li> <li>Observed the administration of the first SATs paper (SPaG) from 9:15am.</li> <li>Observed break time outside. Children were all playing well together using the expansive outdoor areas.</li> <li>Attended Safeguarding training 11:00am-12:45pm with all the Austhorpe LGB and some governors from the Colton LGB. The training was delivered by Leeds City Council and ensures that governors are up to date with their safeguarding duties.</li> <li>Networking over lunch with the other Austhorpe LGB members.</li> <li>Met with the DSL and DDSLs 1:30-2:30pm to discuss safeguarding issues within school. We had the opportunity to ask lots of questions and ensure that they school is compliant with their safeguarding duties.</li> <li>Spent the rest of the afternoon in class with Y6. Had the chance to ask the children about safeguarding. All children felt confident to talk about how they felt safe in school and what to do if they were unhappy or didn't feel safe.</li> <li>Attended Austhorpe LGB meeting at 4:00pm.</li> </ul>	
<b><u>Tuesday 14<sup>th</sup> May-Thursday 16<sup>th</sup> May</u></b> <ul style="list-style-type: none"> <li>Observed the Y6 SATs breakfast which is provided free to the children each day during SATs week. (Helped with the clean up!)</li> <li>Observed the administration of the SATs tests each morning.</li> </ul>	
<b><u>Key details to note about the SATs administration</u></b> <ul style="list-style-type: none"> <li>All papers are stored in a locked cupboard whilst they are in school. This cupboard has a sheet to sign if it is opened and the reason for entry stated. I observed this procedure work effectively.</li> <li>The papers are transported around school by the HT. Once the test is completed, they are immediately sealed in the storage bag.</li> </ul>	



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- Only the HT opens the packs of papers in the test environment as the test is about to begin.
- All children are always supervised through the test by at least 2 members of staff.
- Most of the class remain in the Y6 classroom for the test where their desks are separated, and privacy screens put up. Some children, with special arrangements, complete the test in separate rooms with the same level of supervision.
- A timer is clearly displayed on the board for the children throughout the test.
- Children raise their hand during the test if they wish to change an answer and an adult rubs it out.
- There is no communication between the children during the test.
- All display boards are covered during the test.
- All staff maintained the utmost professionalism throughout.

### **What have I learned as a result of my visit?**

- The school continues to have robust safeguarding procedures in place.
- All staff continue to be confident of their safeguarding duties.
- The DSL and DDSLs are finding there has been a significant increase in their workload, but they continue to complete all their statutory duties despite the time pressures they are under.
- The children continue to feel safe and happy in school.
- All governors continue to be aware of their statutory safeguarding duties.
- The administration of the Y6 SATs continues to be completed confidently and professionally. This is the third year I have observed this well organised procedure, and this year is no exception in its operation.

### **Positive comments about the visit**

As always, it amazes me the sheer amount of dedication the Austhorpe staff have to the children's education and wellbeing. They really do go above and beyond for every pupil and their wider family.

The Year 6 children showed such maturity and resilience in the SATs this year. They were confident and calm throughout the week. Even slight nerves were quickly banished by the nurturing nature of the staff working with them. What is a very stressful time for the staff in school was not felt by the children who appeared to see the tests as 'just another day'. It was evident they had been very well prepared.

It was also a pleasure to spend the day with fellow Governors, sharing our knowledge and expertise from the breadth of backgrounds from which we come.

Thank you to all the staff and pupils for making me feel so welcome.

### **Aspects I would like clarified/questions that I have:**

Any questions I had were answered during the day satisfactorily.

### **Ideas for future visits:**



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I'm looking forward to being in school again very soon. I think the next visit is Monday 20<sup>th</sup> May for the Brownlee Foundation Triathlon Trip!

**Any other comments:**

The children were absolutely wonderful, showing such resilience and perseverance during their tests. The staff were so supporting of the children, creating such a nurturing environment. What a pleasure it has been to be in school this week!

**Signed:** *E Pennells*  
**(Governor)**