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| **Name of Governor** | **Mrs P Allen** | **Date and time of visit** | **9.00 - 10.00****16.09.19** | **Supporting member of staff** | **AF** |
| **Link with GDP/SDP** | **Link Governor role : SEND** |
| **Purpose of the visit** | Review SEND Information Report |
| **PUPILS**Those on the SEND register | **GENERAL**The SEND Information Report was reviewed and updated.Mrs Forbes to add relevant data and forward to PA for proof readingPA to check the document , Mrs Forbes to add the report to the school website before the end of September.A brief set of questions was devised to ascertain the views of parents of pupils on the SEND register. Miss Wilkinson to add this survey to the school surveys to be held later in the term.The concept of a drop-in surgery was discussed and agreed. This will be held in March 2020. |
| **Staff-Assessment/Data**Consideration of further visit with CDData to be updated annually | **Staff-Resources**Discussion to be held with CD to identify that she has the appropriate support to carry out her duties. | **Staff-Training**Discussion needed with CD to identify any gaps in staff knowledge, and to explore provision and funding | **Staff-Action Plan**Meet with CD to review action plan 2018-19 and discuss plan for 2019-20 |
| **Additional strengths noted in the visit**CD reports that she has been given sufficient release time for SENDCO duties without impacting on her own time.CD and AR attended MARA training (physical restraint). They recommend that x2 other staff should also attend.The Educational Psychologist will be in school this term to work with prioritised children. |

**Beaconhill Primary School Governor Record of Visit**