# SEND Governor Yearly Planner

# Secondary Schools & Academies

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| Item | Mid-November | Mid-February | Mid-June |
| #1 | **Attainment:** How well did our Y11 SEND cohort succeed this summer (and Y13 if we have a sixth form)? | **SEND register:** Let’s look at our figures, talk about trends & also whether students have moved off the SEND register? | **Accessibility plan:** Let’s look at the targets together and see what progress has been made this year? |
| #2 | **SEND action plan:** Let’s look at this year’s plan, talk through why we’ve chosen these targets & what difference we’ll see by June? | **Learning walk (Focused on our SEND action plan):** Let’s go to our classrooms – show me the impact our SEND Action Plan has had so far? | **SEND action plan:** How’s it gone? What difference has it made to our students’ outcomes? What might we need to do next to develop further? |
| #3 | **SENDCo work-life balance & well-being:** How’s it going? | **Parent & student surveys:** What have parents & students been telling us? How do we use this info? | **Transition:** What have we done so far for transition for new SEND students this September? How will we build relationships with their families? |
| #4 |  |  |  |

Both SENDCo and governor can bring other important items they would like to discuss. Item #4 gives space to add points for discussion.

It’s not *solely* the governor’s role to arrange the visits. Either the SENDCo or the governor can propose dates first – usually at least a month ahead. November and June can be done remotely if that suits both parties.