

Holy Trinity CE Primary School

Governor Visit Report

Name of Governor	Tim Fettes
Date of Visit	16 th October 2020
Agreed Focus for Visit (linked to SEF, SDIP & Key priorities)	Health & Safety
Name of Staff	Joanne Griffith (Headteacher)
Next Steps/follow up from previous monitoring Review COVID File Evidence records, logs & policies	
Key Area in SDP: Monitoring Findings from this visit - Confirmed file holds comprehensive record of risk assessments, policies and records - Evidence of records & assessment updates - Evidence of policies & procedures on display in principle areas - Evidence of cleaning logs outside rooms - Evidence of Risk Assessments from outside clubs & users - Evidence of important contact numbers in file & on display - Evidence of record of attendance with reasons for absence held on central file	
Actions used to identify findings Reviewed COVID file and relevant sections contained within it Met with Headteacher & confirmed location of file and reviewed displayed policies and logs of cleaning Met with school administrator to review central record of attendance Reviewed flow chart of actions to be undertaken produced by Headteacher	
What outcomes have been identified as a result of my visit Confirmed central records & policies are up to date and continue to be reviewed on a regular basis Established clear record of development of file, actions and outcomes are tracked and recorded Confirmed outside parties using school out of hours have provided risk assessments Confirmed cleaning logs are in place and are updated on a regular basis Confirmed policies, flow charts and key information are on display in principle areas	
Impact of this visit Confirmed COVID file is in place and up to date Confirmed school's attendance record is maintained and records specific reasons for absence in respect to COVID to aid track and trace	
Aspects I would like clarified/Questions I have Confirmation outside parties are updating their assessments as and when required Record of amendment to be included in file to aid with tracking of changes Local Authority & Health Protection Team continue to provide guidance and policy updates	

To be shared with the school staff and school governing board.

Signed: Tim Fettes Signed: Joanne Griffith
 (Governor) (Headteacher/Staff member)