

Holy Trinity CE Primary School

Governor Visit Report

Name of Governor	Tim Fettes
Date of Visit	19 th February 2020
Agreed Focus for Visit (linked to SEF, SDIP & Key priorities)	Health & Safety
Name of Staff	Wendy Poulter
Next Steps/follow up from previous monitoring Fire doors upgrade	
Key Area in SDP: Monitoring Findings from this visit - Confirmed works to upgrade fire doors had commenced - Reviewed requirement for new latches & locks with handles as required	
Actions used to identify findings Met with approved contractor undertaking install Confirmed process for installation and clarified extent of works being undertaken Inspected existing ironmongery and confirmed new fittings required on numerous doors	
What outcomes have been identified as a result of my visit Established upgrade of latches would mean locks could be keyed alike; this would allow for single key to operate all locks. Thus, ensuring confirmation of number of keys in circulation and allowing for ease in operation of locks. Established that a number of existing handles no longer operated correctly and new would therefore be required.	
Impact of this visit Confirmed that planned upgrade of fire doors had now been actioned and works were being implemented on site. Established requirement for new latches with locks and handles as required	
Aspects I would like clarified/Questions I have Confirmation new ironmongery can be procured in the required timescale.	

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

Signed: Tim Fettes Signed: J Griffiths
(Governor) (Headteacher/Staff member)