

Holy Trinity CE Primary School

Governor Visit Report

Name of Governor	Tim Fettes
Date of Visit	20 th June 2019
Agreed Focus for Visit (linked to SEF, SDIP & Key priorities)	Health & Safety
Name of Staff	Wendy Poulter
Next Steps/follow up from previous monitoring Confirmation of timescale for Fire Door upgrade Confirmation of completion of remedial works to hot water plant in staff area Trim Trail removal completed in EYFS Timescale for roof repairs following recent leaks Timescale for tree surgeons to implement report findings	
Key Area in SDP: Monitoring Findings from this visit • EYFS trim trail was removed by third party as per the recommendations in report • Completion of hot water works in staff area • LA has not provided update as to timescale for Fire Door up grade • Tree surgeons report highlights recommended actions, all deemed as general maintenance • Roofing contractor has inspected roof and advised repairs are required to felt covering	
Actions used to identify findings Inspection of EFYS play area Update regarding status of Fire Door upgrade Confirmation of inspection by roofing contractor Tree surgeons report to be circulated for review	
What outcomes have been identified as a result of my visit Evident repairs to roof are deemed to be high priority to mitigate damage to effected area Tree surgeons report has highlighted required works to manage trees on site Trim trail in main play area to be removed as part of on going improvements Fire doors are yet to be upgraded, RBMW are yet to confirm projected date for works Confirmation that required inspections are up to date and no incidents to report	
Impact of this visit Established need to follow up on tree surgeons report Confirmed update required from RBMW with regards to Fire Door upgrade Established need to undertake repairs to roof to mitigate further damage to building fabric	
Aspects I would like clarified/Questions I have Update from RBMW in regards to Fire Door upgrade Timescale for implementation of tree works Timescale for remedial repairs to roof	

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

Signed: _____

(Governor)

Signed: _____

(Headteacher/Staff member)