

<b>St Charles Catholic Primary School- Governor Visit Form</b>
<b>Name of Governors:</b> Stephen Roberts
<b>Date:</b> Wednesday 20 <sup>th</sup> November 2019
<b>Time:</b> 9.45am – 11.40am
<b>Visited</b> Headteacher
<b>Purpose of Visit:</b> Routine update and Safeguarding
<b>Staff Present:</b> Mrs R Dean
<p><b>Comments and Observations:</b></p> <p>Initially we reviewed Mrs Dean's first half term at the school. How she was settling in and her first impressions of St Charles. She was pleased to report that she had been made to feel welcome and was most pleased to become a member of the St Charles family.</p> <p>It was noted that five new safeguarding cases had been raised and Mrs Dean confirmed the 'locked cabinet' procedures and the location and access of the single central record. Mrs Dean also shared with me, documentation in relation to safeguarding training undertaken with all staff and of online safety that staff should duly be aware of.</p> <p>We then spent some time considering H&amp;S matters, of a recent visit by an LA Officer with respect to the schools H&amp;S 'ranking" and of online documentation to be completed in relation to H&amp;S. I agreed to complete the documentation on behalf of the governors.</p> <p>We reviewed staffing in relation to the recent meeting of the pay committee and the review of some specific job descriptions and confirmation of a post. Mrs Dean reported that she had consulted appropriately with the LA Human Resources with respect to these matters.</p> <p>It was noted that there would not be enough time for SR to meet with the Pupil Premium Champion and the SEND officer and that another appointment be made before the end of the Autumn term.</p>
<p><b>Next Steps:</b> 1. To visit again in the first half of the Spring Term.  2. SR to complete online H&amp;S documentation on behalf of the Governors.  3. Another appointment be arranged to review Pupil Premium and SEND, including a learning walk of SEND</p> <p><b>Signature:</b></p> 
20.11.2019