ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL

Minutes of the Governance Board Meeting

Thursday 4 December 2025 at 5.45pm held at the school.

Present:

	Hayley Robinson	Headteacher
	Charlotte Craig	Vice-Chair – Parent Governor
	Paul McHugh	Foundation Governor
	Emily Bailey-Jones	Staff Governor
Guest:	Anna Withers	Prospective Foundation Governor
In Attendance:	Jill Webb	Clerk

Red = Actions
Blue = Questions or queries

The meeting being quorate and in the absence of the Chair the Vice Chair opened the meeting at 5.50pm with a prayer

1. Apologies and Declaration of Business Interests

Apologies given and accepted from Cecilia Handel (Chair) and Angela Dawson (FG).

Welcome and introductions to Anna – our prospective new SEND governor

Declarations of Business Interests – none declared

2. Minutes of the previous meeting held on 3 July 2025

Governors approved the minutes as a true reflection of the meeting, VC will sign via Governor Hub.

Matters Arising/Actions from the previous meeting if not elsewhere on the agenda

- Parent Governor – HT spoke to the parent of a child starting in the New Year who has contacted the clerk, option for parent governor or foundation. HT outlined his skills including project management and would be an asset to the board.
- Pipe work/leaks to be resolved. Building insurance sadly not an option. Quote pending but provided into steps to meet costs over a period of time rather than one big job.
- Finance policy – no longer on the statutory list. Completed by the school.
- Governor fundraising - new chair of the PTA has just completed her very successful first event, this did raise some matters where changes will be made. PTA chair will share dates for events so we can piggybank. The PTA tried selling tickets online this year for events which worked very well.
- Attendance report update – Child previously on PT Table is now recorded as an agreed adjustment due to EBSA SEND needs, therefore not unauthorised or recorded as PT.
- SIAMS governor – clerk has added to annual planner to revisit in the summer term. HT had contacted the diocese to try to organise an ex-officio governor, but no interest yet, had also put in the village news.

Signed by the Chair via GOVERNOR HUB:

3. **Governance Matters:**

H & S Report (CF from previous meeting) discussed particularly areas where actions had been completed or to be completed from the previous audit. Those to be completed have a plan and awaiting quotes for works or funding to cover costs. Fire compartment requires a survey which will be done by SCC. Also noted a need to tidy up holes left following installation of electric works/fuse boxes. This potentially has opened voids where smoke and heat can travel between areas. Once the survey is completed quotes will be obtained for any necessary repairs. Governors thanked Paul for his diligence and excellent work on ensuring completion of almost all actions from the audit.

4. **Business:**

Month 6 Report led by HT
More money than forecast at budget – due in part to a small increase in UNiFSM, however noted a decrease in PP and sports grant funding.
Teaching Assistant pay rises covered in part by a government grant.
Budget plan is good and in line with predictions

Governors approved the month 6 report VC will sign in Chairs absence.

5. **School Improvement:**

Attendance has improved and is now close to expectations.
No parttime tables.
Pupil Premium has reduced which impacts on Free School Meal eligibility.
Weekly safeguarding is a permanent agenda item at staff meetings. Staff have recently completed fire safety and cyber safety training and are currently covering Data protection.
7 children identified as carers; school is working closely with Young Somerset to support the children which has led to the school putting in an application for the Young Carers Awards. Are other children aware of who they are? Yes, and are very supportive and understanding.
HT reminded governors of the Thank you Tea for volunteers next week.
HT updated that a second-year grant is expected for the Stay and Play nightly Club/Activity worth £4500 some of which will be used to fund staff in order to relieve some duties from HT who currently runs all sessions.

6. **Safeguarding Audit** (CF from previous meeting)

Points of note:
Staff have carried out updated Prevent knowledge (also shared in the school newsletter) in addition work has been carried out looking at different options for recording investigations within MyConcern which will categorise and allow for easier identification.
Attendance is no longer identified as a main issue regarding safeguarding which is very positive.
Currents trends are mostly emotional and social skills; school have carried out work with children in EYFS and Yrs 1 and 2.

7. **SEND Report** (CF from previous meeting)

Shared prior to the meeting and discussed. No questions

Signed by the Chair via GOVERNOR HUB:

8. Review & Approval of Statutory Policies (Including new statutory policy list).

- Safer recruitment
- SEND
- EYFS

All approved and adopted.

Some adjustments to the Code of Conduct suggested by Angela, *therefore in lieu of changes agreed and adopted.*

9. Governor Training

Clerk emailed training offers to governors in October
Charlotte applied for safer recruitment training; however, the course was full so on the waiting list.
Paul is currently undertaken Exclusion and Suspension training via GHub.

10. Governor Visits/Feedback

Safeguarding visit report attached and discussed.

11 Date and time of next meeting - Thursday 5 February 2025 at 17.45pm
Apologies in advance from Charlotte.

There being no further business the Chair thanked the governors and clerk for their attendance and closed the meeting at 6.35pm.

Signed by the Chair via GOVERNOR HUB: