



The Governing Board of Montgomery Primary School Meeting

Meeting							
Date	1 st December 2025	Location	5.00 pm Montgomery Primary School				
Anticipated	Initials			Anticipated	Initials		
Name		Type of governor	Time joined/left if not present for full meeting			Type of governor	Time joined/left if not present for full meeting
Rosalind Brown	RB	Partnership		Sophie Tucker	ST	Co-opted	
Joss Chappell	JC	Staff		Stephanie Walker	SW	Co-opted	
Megan Dinning	MD	Parent Governor		Katrina Way	KW	Headteacher	
Mark Richardson	MR	LA		Simon Webber	SWe	Parent	

Apologies	Initials	Type of governor

Absent without apology	Initials

In Attendance	Initials	Present who are not a governor
Hannah Dyer	HD	Clerk

Minutes to
Attendees & Apologies

Item	Minutes from Agenda	Led by
1	<p>Welcome and apologies</p> <p>SWe welcomed the governing board in its entirety to the meeting. The meeting commenced at 5.15 pm and was quorate. Following the introduction LS was welcomed to the meeting and the governing board discussed Item 14. LS was thanked for the invaluable input and left the meeting at 5.56 pm. ST left the meeting at 6.43 pm and this was approved by the remaining members of the governing board.</p> <p>The meeting moved to confidential minutes at 6.39 pm and returned to the main FGB at 6.42 pm.</p>	SWe
2	<p>Attendance & Business/Pecuniary Interest Register</p> <p>Governors were reminded they must declare any conflict of interest which becomes apparent during the meeting. There were none for this meeting.</p>	SWe
3	<p>Approval of minutes FGB</p> <p><u>13th October 2025 FGB</u></p> <p>The minutes were agreed as an accurate record of the meeting and signed by the Chair. The minutes will be filed by the Clerk.</p>	SWe/All

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4	<p>Matters Arising Please see Item 5 (RA Ofsted) Please see Item 10 (DCC update) Please see Item 14 (Financial Audit)</p>		SWe/All
5	<p>Clerks Report The paperwork is in place for MD and an Induction to Governance will be booked.</p> <p>The Clerk's Appraisal took place on 25/11/2025 and was a constructive meeting between HD and the Chair, SWe.</p> <p><u>Risk Assessment – Ofsted</u> Excerpt from FGB minutes 13/10/2025 <i>'Communication was forwarded to the Chair, SWe, from KW relating to the Ofsted reforms and the duty of care to staff – 'Ofsted's reforms and risks to staff well-being'. SWe spoke about the communication to the governing board (a copy of which will be uploaded to the Governor Hub). A risk assessment will be actioned as part of the governing board's role recognising the impact of the framework. Within the new framework it is noted that roles of staff will be highlighted. A template will be provided when this needs to be actioned.'</i></p> <p>This item will continue to be on the agenda for FGB meetings whilst the new framework is explored.</p>		HD/All
6	<p>Diversity of the Montgomery Primary School Board The diversity questionnaire has been forwarded to all members of the governing board and will be amended and uploaded to the school website.</p>		HD
9	<p>Visits to School The monitoring calendar is on the Governor Hub directory. The teaching staff are aware of the governor subject roles and will be pro-active in reaching out for monitoring purposes.</p> <p>Members of staff from Exminster and Honiton Primary Schools will be visiting on 2nd December 2026 with writing as a priority focus and discussions around the Climate Action Plan.</p> <p>The Spring term will bring EYFS to the forefront.</p>		KW/All
	<p><u>Date of Visit</u> 15/10/2025 20/10/2025 25/11/2025</p>	<p><u>Details of Visit</u> Maths Monitoring Meeting SENCO (postponed) Clerk Appraisal</p>	SWe SWe SWe
10	<p>Headteacher Report (Items 7, 8 and 10) The Headteacher Report was uploaded to the Governor Hub directory prior to the meeting.</p> <p>The members of the governing board asked the following questions:-</p>		KW/All

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Data Overview

To narrow the gap for vulnerable groups, what are the planned actions for the school to achieve this moving forward?

Writing

The report mentions that Ofsted focus on transcription and grammar; which schemes/tools are being used to address these areas?

Ofsted transcription/handwriting/spelling

Letter-join is a new handwriting scheme. Further work on this and a progression map and teaching expectations are to be set - just introduced.

The main thing that Ofsted want to see is that teaching of these early skills is solid. This frees up memory for composition. These skills should not be taught in isolation and that is why they are a part of each teaching sequence.

The work we have been focusing upon with oracy and progression of skills supports oral composition.

Paul Dix Training

Could we understand the benefit this programme is giving to the staff at all?

This is about the culture of the school. At Montgomery Primary School, we are committed to fostering a positive, inclusive, and respectful learning environment where every pupil feels valued and supported. To strengthen this commitment, we have engaged with Paul Dix's relational practice training, which aligns closely with our core values:-

Be ready

Be responsible

Be respectful

This language ensures consistency and provides clear language and messages from all staff.

Paul Dix's approach emphasises building strong, positive relationships between staff and pupils as the foundation for effective behaviour management and inclusive education.

This training equips our staff with practical strategies to:-

- Create a calm, safe, and predictable environment where pupils are ready to learn (*Be ready*).
- Encourage pupils to take responsibility for their actions and learning, nurturing self-discipline and accountability (*Be responsible*).
- Promote mutual respect and understanding, ensuring all pupils feel included, heard, and valued, regardless of their background or needs (*Be respectful*).
- By embedding these relational practises, we aim to reduce conflict, increase pupil engagement, and support the emotional well-being of all children. This approach complements our existing behaviour policy and helps us maintain a nurturing ethos where every child can thrive academically and personally.

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- We believe that the consistent application of these principles by all staff will enhance our school culture, improve pupil attitudes to learning, and contribute to sustained progress and achievement for all pupils.
- Staff have been using positive noticing and high lighting examples where high expectations and standards are clear. Using statements as slow walking feet rather than no running to highlight what we want to see.

The impact of this is evident in walking around the school, completing learning walks, talking to children and staff and their families.

It is also very evident when other professionals come into the school and they always comment on the behaviour of our children and atmosphere we have at school.

The CEO of ELAT, Chris Briggs visited recently and noted the calm environment at Montgomery Primary School.

Spelling Initiatives

To enhance spelling proficiency, the school employs the 'No Nonsense Spelling' programme, which is delivered during standalone sessions. Spelling is timetabled weekly, with schedules submitted to the Senior Leadership Team (SLT) on a half-termly basis. These timetables are monitored during learning walks to ensure adherence to the planned curriculum.

In years 1 to 6, statutory spellings are assigned as homework, allowing students to reinforce their learning at home. Weekly assessments are conducted to identify spelling areas that require further practice; any spellings that are not secure are sent home for additional reinforcement. Furthermore, spelling is integrated into early morning tasks and small group interventions, providing varied opportunities for practice.

As per the marking policy, it is an expectation that all spelling is marked consistently. Mistakes are highlighted to students, who are then required to correct and practice these spellings. Termly NFER tests are administered in years 2 to 6 to monitor spelling progress under test conditions. Results are recorded in a spreadsheet, and common misconceptions are documented on a gap analysis sheet to inform future teaching and intervention focus. Target pupils for intervention groups are identified from this data, which is overseen by Shane Gill (SG).

Grammar Focus

To address gaps in grammar, the school is prioritising the teaching of grammar within the context of model texts, emphasising the impact and effect of grammatical features in writing. Grammar is assessed using the English Gathering Grids on a half-termly basis. The writing progression map has been revised to ensure that all elements of grammar are taught at least three times a year within various text contexts.

Each writing sequence focuses on a minimum of three grammatical elements, taught in conjunction with model texts that exemplify good grammatical practices. These texts provide students with opportunities to apply their learning independently at the conclusion of each sequence, culminating in a piece of independent writing. Texts identified during book scrutinies as inadequate for quality outcomes are being replaced.

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Vicki Simms (VS) has collaborated closely with the Devon English Advisors to select more suitable texts. Teachers have reported that the texts replaced so far have provided better outcomes. In December, writing monitoring will focus on two complete sequences of work and the writing outcomes.

Additionally, students in year 3 and above undertake termly grammar and punctuation NFER tests, with data similarly recorded in a spreadsheet on Teams. VS will monitor this data more closely this academic year to identify target pupils for interventions and review the coverage of grammar within English teaching.

This comprehensive approach ensures that the school is effectively addressing gaps in both spelling and grammar, thereby, working towards enhancing overall student literacy outcomes.

Attendance data

Pupil attendance at this time is 95.70%. Details were provided to the governing board of pupils on roll and breakdowns in each cohort.

AI

KW attended AI training on 22nd October 2025. A policy will be implemented for Montgomery Primary School and this item will be carried forward for further discussion.

Curriculum and Assessment review

This will be implemented in September 2027 – staff will have time to work with the curriculum prior to the next planned Ofsted visit.

DCC update

There is ongoing restructure and changes at DCC. KW will update the governing board when more is understood of the changes.

Ofsted Framework

KW will continue to work within the new framework and use this for the basis of the Headteacher Report. The living, breathing and culture of the school – be ready. The school will continue to promote good behaviour and a consistent approach for all teachers and staff. Achievement – data is not the only measure of achievement. KW is looking at the progress of the pupil.

Supply staff have not been required – staff in place have been able to cover any absence or sickness. KW will commence the task of looking at staffing for September 2026 very soon.

KW has continued to provide tours of the school (noted on the front page of the school website) and confirmed how important it is to meet prospective families and personally show them around the school.

In conclusion, this academic year is all about providing stability for the pupils at Montgomery Primary School and ensuring the gaps are filled from the pandemic. The foundation of early learning is very important and this is fundamental to the learning journey of a pupil.

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11	<p>GDPR</p> <p>The slides from the training session have been received. A report was received which will be uploaded to Governor Hub for the governing board to view.</p>	JC
12	<p>Safeguarding</p> <p>The Safeguarding lead started in role today - Ruth James (RJ) will work alongside KW for this half term by means of introduction and to get to know the families/community of Montgomery Primary School. The governing board confirmed this would ease the workload for KW and are very aware of the strong understanding KW has of the school and its community.</p> <p>Parental engagement will form a large part of the Safeguarding Lead role, whether this be relating to housing, finance or food support for families. The person will need to be proactive.</p> <p><u>KCSiE – staff questionnaire</u></p> <p>Questionnaires were forwarded to all staff relating to KCSiE. Those staff who answered a question incorrectly were spoken to and the questions discussed.</p> <p><u>Online Safety</u></p> <p>Content for each edition of the school newsletter will be composed. JC advised the articles for the school newsletter will be short and concise and the messages will be repeated.</p> <p><u>Training</u></p> <p>It was agreed the governing board would come together for training ahead of the next meeting in 2026. A date will be organised for the diary.</p>	SW
13	<p>Sustainability</p> <p>Content for each edition of the school newsletter will be composed. Mia Bridgland (MB) has attended a course held by DCC. As an example, the school will be keen to ensure implementation of the following:-</p> <p>Turn off boards in classrooms Turn off lights</p> <p>Discussions will be held with Honiton and Exminster Primary Schools looking at the links with sources of food for school dinners, geography and the use of single use plastic pots in the school hall.</p> <p>This is an expectation of the government.</p>	ST
14	<p>Financials for Montgomery Primary School</p> <p>An overview of the current situation by the Business Manager (LS) – Financials and report uploaded to Governor Hub directory</p> <p><u>Finance Audit</u></p> <p>KW advised the Finance Audit was a large project and put LS under additional pressure. However, the feedback received has been excellent and LS has been praised for the methodical work completed.</p>	LS

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Recommendations were made for the following to be completed:-

Finance Policy

Page 12 of the Finance Policy to be updated to include the named details of the credit card holder.

Lettings Policy

Cost details to be added to the Lettings Policy in relation to FISH Club and a lettings scale of charges.

School dinner debt

LS will implement a monthly report and advise the governing board at each meeting. At this time there is £1,725 school dinner debt and this will be managed inhouse.

Health & Safety – Fire Risk Assessment

The focus on fire safety is paramount. DCC now include an external assessment as part of their support services to the school, however, this will take up to three years for all premises to be completed. LS proposed that at a cost of £1 k this be outsourced this year. KW confirmed that the current school Risk Assessment is in place and the school is compliant with fire drills etc., however, it would be good practice to ensure that an external risk assessment is completed. The governing board agreed.

Maintenance - ongoing improvement and requirements

There is one dead silver birch tree in the memorial garden – LS will action quotations for the removal. There are plants growing on the roof of the school building. A roofing contractor will be required to remove and repair. It will be good practice to have a roof survey at the same time. LS and the Site Manager will obtain quotations. The lift has an analogue telephone line – this might need to be removed and replaced by a GPRS line. LS and the Site Manager to ensure compliance.

The BMS system is working effectively. There is further work to be completed by the air management system, however, the, 'flow' is as it should be in school.

LED lighting is now in place throughout the school and there is already a reduction in costs.

The maintenance of the flooring in the school hall and nursery setting has been scheduled for the February half term, after which, will be on a continuous maintenance programme.

Catering - Aspens

Are Montgomery Primary School offering the best possible service? The kitchen team are fantastic, however, Aspens are the providers. Menus were discussed, of which there are 4 choices, menus should be for all. Further discussion ensued relating to the suppliers for Aspens and the expense involved – the approach does not feel inclusive or match the ethos of the school. The governing board agreed to go to tender in 2026. The kitchen staff would remain, however, other providers known are:-

Educatering
Devon Norse

Cleaning – Devon Norse

LS has spent considerable time managing this issue. The governing board were informed that on occasion the staff have not had enough product to ensure they can complete their tasks and duties. LS is also chasing hours missed when cleaners are absent. The governing board discussed going to tender in the future.

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	<p>LS confirmed that Montgomery Primary School and schools in DCC have moved to Bromcom, Power BI and Unit 4. The financial platforms have not all been syncing and the main issue has been different coding. LS added the office team should be congratulated for their implementation of Bromcom and use of – this half term has been smoother. LS is continuing communication with Scomis on issues relating to Bromcom. Having attended a recent finance meeting only a small percentage of other schools have gone live with MCAS. The office team have been pro-active in leading and learning and embracing the new system.</p> <p>An overview of financials were provided prior to the meeting and Helen Wright (HW), DCC Finance Officer, is confident in the figures provided to the governing board, although some codes are not in line with budgets.</p> <p>LS confirmed the nursery setting income is higher than forecast and the setting is full, furthermore, there is a waiting list. Staffing across the school has also impacted the financials – there are staff on maternity leave and the Safeguarding Lead is now in place.</p> <p>It is proposed that in February 2026 KW, LS and HW hold a meeting to discuss simplifying the coding lines and making the financials easier to understand.</p> <p>The governing board reiterated their thanks to the office team as well as LS – it is understood that implementing the Bromcom system has been a lot of work and this should be commended.</p>	
15	<p>Policies The policies were uploaded to the Governor Hub directory.</p> <p><u>Pay Policy</u> The governing board were made aware of the clarity from DCC in respect of the following:-</p> <ul style="list-style-type: none"> • For the purposes of this policy, the reference to performance throughout refers to appraisal of a teacher’s performance within the appraisal period and does not relate to performance related pay. • Updated section 5.0 to confirm that pay progression is not automatic and it will be possible for a ‘no progression’ determination to be made for those subject to informal capability. • Updated section 5.2 regarding deputy and assistant head teachers. • Provided some additional examples relating to Teaching and Learning Responsibility Payments (TLRs) <p><u>Admissions Policy 2027-2028</u> The governing board were made aware of the consultation period for the Admissions Policy (10th November 2025 – 16th January 2026). Details for the community will be uploaded to the school website and will be available to read in the school newsletter.</p> <p><u>Finance Policy</u> The Finance Policy has been updated following the Finance Audit. The governing board agreed and adopted the policy.</p> <p><u>Leave & Absence Policy</u> The Leave & Absence Policy has been updated to further support a member of staff providing an increase in time off from school (this will be at the discretion of the Headteacher). The governing board agreed and adopted the policy.</p>	SWe/All

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	<p><u>Lettings Policy</u> The Lettings Policy has been updated following the Finance Audit. The governing board agreed and adopted the policy.</p>	
16	<p>Training The training schedule will be reviewed in January 2026.</p>	HD/All
17	<p>Montgomery Primary School</p> <p>The governing board were informed of the Christmas schedule:-</p> <p>Christmas school dinner R, KS1 and KS2 Christmas performances Wizard of Oz at The Corn Exchange Rock Steady Christmas performances</p> <p>The governing board agreed this was a productive meeting – Seasons greetings and Christmas wishes were extended to all.</p>	SWe/All

The meeting closed at: 6.59 pm

Detail of next meeting			
Date/Time	9 th February 2026	Location	Montgomery Primary School