

The Governing Board of Montgomery Primary School Meeting

Meeting							
Date	9 th February 2026		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 to the meeting and advised that ST was running late due to traffic conditions. The meeting commenced at 5.06 pm and was quorate. ST arrived to the meeting at 5.14 pm. Following the introduction LS was welcomed to the meeting and the governing board discussed Item 17. LS was thanked for the invaluable input and left the meeting at 5.47 pm.</p> <p>The meeting moved to confidential minutes at 5.32 pm and returned to the main FGB at 5.34 pm and 5.40 pm returning to the main FGB at 5.42 pm and 6.29pm to 6.31 pm. 6.55 pm and 6.58 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>1st December 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

The Governing Board of Montgomery Primary School Meeting

4	<p>Matters Arising</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. KW is awaiting feedback from Ofsted visits made in January 2026. It is known that the framework is heavily focused on the roles of the headteacher and senior leaders. However, the colour coding used within the framework is positive. The National Association of Headteachers is active but there have been no adjustments to the framework as yet.</p> <p><u>Feedback relating to other school visits to Montgomery Primary School</u> Members of staff from the Two Rivers Federation were welcomed to Montgomery Primary School by Ian Bruce and Vicki Simms and the visit was well received and constructive - this visit was proposed by DSLS as part of KW’s appraisal process. The visit was proposed due to the inclusive practice and relational approach by Montgomery Primary School. The English leads from both Honiton and Exminster Primary Schools have also visited. KW is pro-active in outsourcing for school improvement (previously Julie Stevens of DCC visited school to advise on the school improvement plan). KW spoke about the possibilities of working with an independent consultant and obtaining costings. The governing board spoke further about the support from DCC. At this time the governing board will await the progress of DCC and how the model works. KW is attending a meeting on Tuesday 10th February 2026 entitled, ‘Sense and Belonging Inclusion’. KW will update at the next FGB. Montgomery Primary School will continue to moderate with other schools.</p> <p><u>AI Policy</u> (please see Item 10) KW will continue to work with the school DPO and is awaiting costs for the AI. At this time a cost is being paid each year for the GDPR representation, however, it is unsure what the costs will be for AI support. Await.</p> <p>All teaching staff will benefit from guidance on AI. The governing board spoke of the need to feed AI the information to get the best back.</p> <p><u>Update DCC</u> KW updated those present of the locality model which consists of three areas, each of which have a Head of Education, Quality and Inclusion:-</p> <p>Central (including Exeter) and East – Jim Barnicott North and Mid – Mark Walker South and West – Alice Mcshane</p>	SWe
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The Governing Board of Montgomery Primary School Meeting

	<p>The areas are supported by Service Leads and Team Leads, as well as Inclusion Partners and Inclusion Support Workers.</p> <p>The Inclusion Team for Montgomery Primary School are Louise Carter and Louise Culshaw.</p>	
5	<p>Clerks Report</p> <p>The Clerk confirmed attendance at the recent Clerk's Briefing of which items raised were mentioned at the meeting including:-</p> <p><u>DfE - SEND</u> The DfE is looking to invest £200 million to upskill staff in every early years setting, school and college. The governing board agreed it will be interesting to watch how this unfolds and how this will impact Montgomery Primary School.</p> <p><u>DCC</u> Please see Item 4 Matters Arising – Locality Model</p> <p><u>Employment Rights Act 2025</u> Please see Item 17 Financials</p> <p><u>SaFest 2026</u> Please see Item 13</p> <p>The Pen Portraits have been re-framed in the school reception area and updated in the school workroom, as well as the school website.</p> <p>The school website has been updated as follows:-</p> <p>Dates for meetings and attendance Diversity Pen Portraits Roles and Responsibilities of the FGB Terms of Reference</p>	HD/All
6	<p>Diversity of the Montgomery Primary School Board</p> <p>This action has been completed and the details uploaded to the school website.</p>	HD
7	<p>School Improvement Plan</p> <p>In conjunction with Points 8 and 9.</p>	KW
8	<p>School Monitoring</p> <p>In conjunction with Points 7 and 9.</p>	KW
9	<p>Visits to School</p> <p>The governing board visited Montgomery Primary School on the following occasions and were thanked for their support. The governing board reported that the Christmas performances were wonderful. The pupils' oracy was acknowledged and their ability to be clear and hold their volume in the performances.</p>	KW/All

The Governing Board of Montgomery Primary School Meeting

	<p>The governing board members who have visited for monitoring purposes confirmed that the impact of the teaching platforms can be seen whilst sitting with the pupils for, 'pupil voice'. The pupils are clear, articulate and building on their sentences.</p> <p>The governing board were reminded that the monitoring calendar is on the Governor Hub directory. At this time, not all monitoring will have taken place for the governors to attend. KW will forward a reminder to teaching staff to ensure the governor is invited to attend.</p> <p>The governing board spoke about arranging a tour of the school. This will be organised ahead of the next meeting and available dates will be circulated.</p>		
	<p><u>Date of Visit</u> 04/12/2025 09/12/2025 11/12/2025 11/12/2026 18/12/2025 18/12/2025 21/01/2026 26/01/2026 05/02/2026</p>	<p><u>Details of Visit</u> Rock Steady Concert Christmas Concert R and KS1 Music Monitoring Reading/Phonics – update meeting Monitoring (Mr Dyer) Christmas Concert KS2 MFL Monitoring Safeguarding Training PHSE Monitoring</p>	<p>RB RB/SWe RB RB SWe RB/SWe MD RB RB</p>
10	<p>Headteacher Report</p> <p>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> <p><i>With the planned changes to the curriculum for September 2027, how do you foresee this affecting workloads for staff and SLT in the upcoming period. Is there anything that can be put in place by governors or within the school to mitigate this?</i></p> <p>At this time, it is not known what the changes might entail. When the changes are known, Montgomery Primary School will have over a year to put them into place. Time will be allocated to subject leads and SLT time will be prioritised to ensure the necessary changes can be implemented.</p> <p><i>What lessons learned have there been from the new members of staff joining in January? How is the school going to apply this to for future new members of staff?</i></p> <p>Every new member of staff, timings, roles etc., impacts the induction. There is a clear checklist of items to go through and check off. This practice will continue. There are clear structures, systems and templates. This supports all staff and ensures new staff who join can follow the school's expectations.</p> <p>There is energy and enthusiasm amongst the staff in school. Each new member of staff has been inducted and staff are working alongside each other and supporting each other.</p> <p>There is a Behaviour Policy in place and the expectations for pupils are clear – there will continue to be high expectations across Montgomery Primary School.</p>	KW/All	

The Governing Board of Montgomery Primary School Meeting

	<p>The governing board spoke about the importance of TA's in the school setting. The members of staff are integral to the running of the school, wellbeing of teachers, meeting the needs of the pupils, knowing the pupils, stepping in when required and building trust with pupils. The governing board acknowledged the role has changed over the years and it is very different now.</p> <p><i>The report suggests that Year 1 attendance is lower than other years, is there a reason for this at all?</i></p> <p>Attendance data was shared with the governing board alongside the Headteacher Report. There has been chicken pox and illness in the cohort. A discussion ensued relating to attendance and the need for working with families in a holistic approach. The school offers a breakfast club to support with transition to school in the morning and interventions might be at different times of the day. KW added that it is very dependent on the class, the circumstance and the children to be targeted. Precision Teaching is being introduced which is a highly structured, data-driven instructional method focused on improving the fluency and accuracy of specific academic skills (e.g., reading, maths, spelling) through brief, daily, timed sessions.</p> <p>KW will be reviewing the data for Pupil Premium pupils and extracting those pupils who are SEN and then re-visiting the data.</p> <p>Adaptive teaching is a responsive pedagogical approach where educators continuously modify instruction based on real-time, in-lesson assessments of student understanding, rather than relying solely on pre-planned, rigid differentiation. This will be investigated by KW.</p> <p>The pupils who are in reception can have interventions at any point of the day due to the differing structure in the setting.</p> <p><u>Headteacher Appraisal</u> This is in the diary for Wednesday 11th February 2026.</p> <p><u>National Year of Reading 2026 'Go All In'</u> Noted on the school newsletters for the community.</p> <p><u>Safer Internet Day 10/02/2026</u> Smart tech, safe choices and exploring the safe and responsible use of AI were explored.</p> <p><u>Study Group London 02/02/2026</u> The study group was informative. KW had a follow-up meeting at 3.30 pm – 4.30 pm on Monday 9th February 2026. KW spoke about the use of an emotional wheel and how this could run alongside PSHE for Reception through to Year 6. A discussion ensued around schooling in London versus schooling in Exeter e.g., trips to the theatre or galleries in London would prove to be an expensive trip away for a pupil from Montgomery Primary School. The governing board noted the benefits of living near the coast and being able to visit the beach.</p>	
11	<p>GDPR The Privacy Notice has been updated accordingly. The detail added relates to The School Transition Portal which is a secure, digital platform designed for education professionals to manage the transfer of pupil data and information between schools.</p>	JC

The Governing Board of Montgomery Primary School Meeting

	<p>The portal facilitates a cohesive move for pupils primary to secondary ensuring destination schools receive comprehensive student profiles for improved support. The governing board agreed that in providing all information this will hold high schools to account. This is a cost to the school.</p> <p>The spreadsheet is in place and working for the data disposal and used in line with the Retention and Disposal Policy.</p>	
12	<p>Pupil Premium Spending & Impact</p> <p>The governing board were informed the deadline date of 31st December 2025 was met and the report has been uploaded to the school website.</p> <p>The governing board members were asked to read the report and this will be noted at the next meeting.</p> <p>A staff meeting was held relating to the Pupil Premium Promise and the classes at Montgomery Primary School are being looked at as a collective. All staff are given time to prepare the Pupil Premium plans.</p> <p>The Ofsted Framework refers specifically to Pupil Premium pupils within the school.</p> <p>KW and SW spoke further about collating information available and discussed the 11 experiences by the age of 11. Look at the pupils and their achievements. Where have they been? Why did they not attend? If the pupil has not attended is this because of parental choice? If activities are after school, does this have an impact?</p>	SW
13	<p>Safeguarding</p> <p><u>SaFest 2026</u> SaFest 2026 is a free online safeguarding festival running from 9th February 2026 – 13th February 2026 dedicated to fostering collaboration and knowledge-sharing among professionals from a diverse range of sectors. There will be online workshops, seminars and interactive sessions on a range of topics.</p> <p><u>Refresher Training FGB 26/01/2026</u> The governing board thanked KW for the training providing. The Safeguarding Information sheet has been uploaded to the Governor Hub directory as well as the One Minute Guide and Q card.</p> <p>Ian Bruce (IB) has completed the training for safeguarding and KW will be on the refresher training in March 2026. Details on the website as follows:-</p> <p>Designated Safeguarding Lead Katrina Way (Headteacher)</p> <p>Deputy Designated Safeguarding Lead Alyson Harman (Assistant Head) Victoria Simms (Assistant Head) Ian Bruce (Assistant Head)</p>	SW

The Governing Board of Montgomery Primary School Meeting

	<p>Staff have received the One Minute Guides for Child Sexual Abuse, Disclosure and Early Help. The staff training log is now targeted and specific.</p> <p>An advertisement will be placed next half term. The governing board asked if the job specification will be reviewed? KW acknowledged the job role is being re-evaluated with HR. Is the specification correct? Should the position be named differently e.g., Pastoral Lead? The governing board confirmed the importance of the role. At this time, Meg Donnelly (MD) is supporting with TAC and TAF meetings.</p>	
14	<p>SFVS The document was uploaded to the directory ahead of the meeting.</p> <p>The governing board discussed the following point:-</p> <p><u>Point D – 17 – Staffing</u> <i>Does the school benchmark against that of similar schools?</i> It was confirmed that the DfE provide the basis for the benchmarking.</p> <p>The Schools Financial Value Standard (SFVS) was agreed by the governing board and will be signed off by the Chair. A meeting was arranged with LS on Tuesday 10th February 2026.</p>	SWe/All
15	<p>Subject Leader - Self Evaluation Forms and Improvement Plans For the purpose of this meeting, the above are known at Montgomery Primary School as Action Plans. These were written in September 2025 and are reviewed termly. IB has been auditing the plans and looking at their impact and structure.</p> <p>KW is mindful that mid-year appraisals will be held in March 2026. The staff should be recognised as a huge asset to Montgomery Primary School. The governing board wholeheartedly agreed.</p> <p>KW spoke about what the future looks like for the Montgomery Primary School staffing structure? This will be reviewed in more detail over the coming weeks – how will the payscales impact the budgets? Advice will be sought from HR.</p>	KW
16	<p>Sustainability Content is on the school newsletter – this includes practical and small steps for children to make.</p>	ST
17	<p>Financials for Montgomery Primary School Documents were uploaded to the directory for the governing board to view:-</p> <p>Overview of budgets and financials with accompanying notes Overview of summary update from Business Manager Copy of email from Devon Assurance Partnership</p> <p>At this time, the Montgomery Energy Management Company Limited has not confirmed the contribution to the school, however, LS has budgeted for £25 k income. There is a further 30% more income from the solar panel energy.</p>	LS

The Governing Board of Montgomery Primary School Meeting

LS advised that some of the coding is not accurate e.g., swimming is under, 'trips' but should, in fact, be coded to, 'curriculum'.

Helen Wright will continue to provide support to April 2026 and beyond. LS advised that Bromcom, Power BI and Unit 4 are the financial platforms being used and DCC will implement code changes which should assist in resolving discrepancies moving forward. The communication from the Devon Assurance Partnership was noted by the FGB and an excerpt is as follows:-

'With the introduction of Bromcom and Unit4, it has been a challenging time for DCC maintained schools. School finance staff have been under increasing pressure due to migrating to a new system. Undertaking audits at DCC Maintained schools has proved challenging in recent months, as the data required in numerous different areas has been very difficult if not impossible to extract from various systems.'

The governing board acknowledged the difficulties and the content of the full email communication and LS was thanked for the ongoing support through this difficult time. The governing board found the financials to be informative and concise along with the summary document provided.

Catering

The tender process is underway for the catering contract. SWe will offer support to LS with this process. The governing board spoke about looking at supplier menus and supplier details and suggested using AI to assist with the process of providing summary details. The governing board spoke about ensuring the process is objective.

Debtors

LS confirmed this is being reviewed on a monthly basis. A discussion ensued relating to the new Bromcom system (there have been glitches and payments were not able to be made).

Employment Rights Act 2025

The above was noted at the recent Clerks Briefing and LS shared the information with the governing board. A member of the GMN Union will attend Montgomery Primary School to speak with support staff.

Fire Safety

A fire alarm took place on Monday 9th February 2026 which went well. All pupils and staff had evacuated the building in 3 minutes and all pupils and staff were accounted for at 4 minutes.

Maintenance

LS reported the fencing along the rear of the school will need to be replaced. This will be actioned over a rolling period.

Reception – September 2026

Pupil numbers were confirmed as 60 for the September 2026 start. The governing board expressed their thanks to KW for the valuable time spent completing the school tours and the importance of the in-person contact with the headteacher.

The Governing Board of Montgomery Primary School Meeting

	<p>The governing board were informed of details of deadlines and school tours being on the school website, Facebook and MCAS.</p> <p><u>Utilities</u> LS confirmed the Site Manager is recording the reading from the water meter on a termly basis.</p>	
18	<p>Policies</p> <p><u>Admissions Policy 2027-2028</u> The consultation period has ended for the 2027-2028 Admissions Policy. When the policy is determined the details will be uploaded to the school website.</p> <p><u>Use of Reasonable Force Policy</u> The above policy will be similar to the Positive Handling Policy, however, the language will be different. A discussion ensued relating to suspensions within a school setting and how this could be managed if the guidance were that the pupil should stay in school? Will this increase the need for permanent exclusion? If the pupil is physically unsafe to staff and pupils how can this be managed? At Montgomery Primary School there are consequences and restorative conversations – all schools are different. The governing board agreed to discuss this further when the policy is proposed.</p>	SWe/All
19a	<p>Training - FGB The revised training schedule for 2025-2026 will be uploaded onto the school website.</p> <p><u>Training attended:-</u></p> <p>Budget Planning/Governing the Finances 5th February 2026 – RB/MR/KW The training provided a basic overview of the schools finance system.</p> <p>Induction for Governors 5th February 2026 – MD</p> <p>School Leader Health & Wellbeing 3rd February 2026 – MR/SWe</p> <p>The board members who attended the training confirmed the training was informative and RB noted the Budget Planning provided a basic overview of the schools finance system.</p> <p>Training – Staff Training for staff is noted and recorded in FGB minutes and the Headteacher Report, however, the details below show training which the staff community have attended:-</p> <p>BSL - weekly Step Lab – fortnightly/coaching Active listening – modelling/scaffolding Bi-Weekly school priorities</p>	HD/All



The Governing Board of Montgomery Primary School Meeting

	SWIFT – all subject leads First Aid training Safeguarding training Leadership – briefings/wider national picture Any other relevant training (SEND)	
20	Montgomery Primary School The governing board will all attend the school for a learning walk in March 2026. The governing board confirmed the meeting was both informative and productive, providing clear insights into the workings of Montgomery Primary School.	SWe/All

The meeting closed at: 7.09 pm

Detail of next meeting			
Date/Time	23 rd March 2026	Location	Montgomery Primary School