



The Governing Board of Montgomery Primary School Meeting

Meeting							
Date	12 th May 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	
Mark Richardson	MR	LA		Katrina Way	KW	Headteacher	
Gemma Stringer	GS	Parent		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	Welcome and apologies SWe welcomed the full governing board to the meeting. The meeting commenced at 5.05 pm and was quorate. SWe welcomed both Lisa Shepherd (LS) and Sarah Creedy (SC) to the meeting. Following Points 1, 2 and 3 on the Agenda, the FGB was directed to Point 13 Financials for Montgomery Primary School. Both LS and SC were thanked for their time and valuable input and left the meeting at 5.23 pm.	SWe
2	Attendance & Business/Pecuniary Interest Register Governors were reminded they must declare any conflict of interest which becomes apparent during the meeting. There were none for this meeting.	SWe
3	Approval of minutes FGB <u>24th March 2025</u> FGB The minutes were agreed as an accurate record of the meeting and signed by the Chair. The minutes will be filed by the Clerk.	SWe/All
4	Matters Arising There were no items carried forward for this meeting.	SWe

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5	Clerks Report <p>The weekly alert continues to provide the governing board with a wealth of information. The Clerk confirmed attendance at the DES Clerks Briefing session in person on 7th May 2025 which was very informative. Having distributed the Checklist to the FGB on 2nd May 2025, the content contained 17 pages information – clerks who were in attendance at the recent briefing session remarked that historically the document was 3 or 4 pages in length – this is affirmation that the governing board’s input is valued and their knowledge of the landscape important. The Clerk confirmed that the main topics for discussion on all boards are the following:-</p> <p>Budget and financials for schools</p> <p>Staffing - recruitment and retention</p> <p>Safeguarding - visits to school and annual refreshers</p> <p>Wraparound Care - schools withdrawing from the pilot scheme (as previously minuted)</p>		HD/All
6	School Improvement Plan <p>In conjunction with Points 7 and 8.</p>		KW
7	School Monitoring <p>In conjunction with Points 6 and 8.</p>		KW
8	Visits to School		KW/All
	<u>Date of Visit</u> 30/04/2025 07/05/2025 12/05/2025	<u>Details of Visit</u> SENCO Position Interviews Safeguarding Position Interviews SATs support	SWe GS RB
9	Headteacher Report <p>The Headteacher Report was forwarded prior to the meeting. KW advised the governing board that in recent interviews the question has been asked – ‘is Montgomery Primary School going to join an academy?’. The answer to this question has been, ‘no’.</p> <p>KW updated that ELAT have a new CEO, Chris Briggs and that moving forward, academies will be required to be more in line with the curriculum and admissions policy of a maintained/stand alone school.</p> <p><u>Attendance overview</u></p> <p>Attendance data was provided for the FGB. At this time, the percentage for Years 1 – 6 is 94.24%. There are currently 395 children on roll excluding the nursery setting, of which there are 56 on the register. Following the administration staff being introduced to the Bromcom system, further reporting will be produced for the meeting scheduled in June 2025. All data is being checked relating to EAL, FSM and PP children in readiness for the census which is Thursday 15th May 2025. Contact details for families will also be reviewed to ensure correct information and more than one contact is provided.</p>		KW

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	<p><u>CPOMS</u></p> <p>The above is used by all staff across the staffing community – all entries are seen by KW and David Woodland (DW). The entries build a picture of a pupil within school and assists with picking up patterns and trends and enables both KW and DW to be pro-active e.g., if a pupil name is seen on a number of occasions, what is going on?</p> <p><u>Phonics</u></p> <p>As previously minuted, Montgomery Primary School has welcomed new starters to the school, including pupils with EAL (some having no English) and the school has seen a rise in pupils requiring SEN support. Whilst the school has gained a reputation for supporting this need, the phonics data for the Year 2 cohort is working below the expected level due to the number of pupils with need. However, there are pupils who are strong.</p> <p>The governing board acknowledged that some sounds in the English language can be made up of 4 or 5 versions. All pupils will continue the ReadWrite Inc scheme through Years 3 and 4. Pupils who come out of the classroom for interventions do not miss out on core English lessons. The current reception cohort are a strong cohort and are set to be in line with national levels.</p> <p><i>Given the ruling by the Supreme Court on the Equality Act, is there any changes envisaged for Montgomery Primary School or are we awaiting guidance from others? At this time, no, Montgomery Primary School is an inclusive school.</i></p> <p><i>A thought on the School Parliament, would it benefit them in meeting some of the Governors at all? At this time, no. However, this is something which could be discussed in the future. KW is mindful of the input and time committed by the governing board.</i></p> <p><i>As we are currently oversubscribed in Reception, do our admissions criteria need updating? Previous update was that some parents in Nursery were not to get places in Reception. At this time, the Admissions Policy does not state that if a child attends the nursery setting they will automatically get a place at Montgomery Primary School. The Published Admissions Number (PAN) for Montgomery Primary School is 60.</i></p>	
10	<p><u>GDPR</u></p> <p>No update for this meeting.</p>	JC/All
11	<p><u>Safeguarding</u></p> <p><u>New appointment</u></p> <p>The Safeguarding Lead has been appointed at Montgomery Primary School – Jo O'Neill (JO'N). KW will issue a statement introducing JO'N and confirm that the children and their needs are of paramount importance. KW will remain the Designated Lead and JO'N will be the Deputy Designated Lead. The interview process was thorough and rigorous. The candidates were strong and of a high calibre. Work is already underway in ensuring that criteria is met relating to the records and files which are kept (25 years).</p> <p><u>The Monty Computing Newsletter</u></p> <p>JC has produced the above which has been distributed to all staff and shared externally to the parent/carers community of Montgomery Primary School. The content was:-</p> <p><i>'How are smart devices, the internet and social media impacting the lives of children and adults, and what can we do to promote positive change?'</i></p>	SW/All

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	<p>The document has been positively received.</p> <p><u>Procedures in school</u></p> <p>Wording has been introduced rather than using the term, 'lockdown'. The school will practice an, 'evacuation' and, 'invacuation'. KW will be supporting all staff and look at a soft and hard format e.g., the procedure should a helicopter need to land on the school field.</p> <p>The governing board recognised the tragic event which took place on the Exeter canal and how this affected the local community. With this in mind, KW is mindful of what is being spoken of at school and what the children will be learning in PSHE e.g., river safety and railway safety.</p>	
12	<p>Pupil Premium Spending & Impact</p> <p>Julie Stevens (JS) visited Montgomery Primary School for a meeting with SW relating to PP. JS was happy with the visit, the content in the visit, the expenditure of PP funding and the overall strategy provided for the PP pupils. JS was pleased with the robust work in place, which was clearly thought through. Following on from the Ofsted visit, SW will review the children who attend the after school activities and sports clubs and provide an overview of attendance. The residential trips were discussed and generally, all pupils attend. The governing board acknowledged that Montgomery Primary School have a high number of PP children. The strategy information can be seen on the school website button.</p>	SW
13	<p>Financials for Montgomery Primary School</p> <p>The FGB reviewed the financials presented. Both LS and SC provided an overview of the documents. The FGB were not forwarded the financials ahead of the meeting due to the difficulties encountered with the new financial system. However, details were highlighted as follows:-</p> <p>Income from Montgomery Energy Management Company (MEMC) £50 k Income for school placements (reception is full for academic year 2025-2026) Income from the nursery setting is higher than expected (nursery is full) Income from further EHCP's in place Expenditure on new screens (falls in this academic year) £13,500 Expenditure on Schneider upgrade actuators (falls in this academic year) £5 k</p> <p>The financials are showing a surplus of £93 k in year and this has taken all of the above into account.</p> <p>The governing board spoke about the catering expenditure being higher than anticipated. Both LC and SC advised there had been an increase in the numbers for catering and the prices are increasing significantly.</p> <p>The governing board noted their thanks to the MEMC for the income. The FGB confirmed this money is used to cover the energy invoices across the school. LS advised that with the school performing and running correctly, this should have an impact on future invoices received. Furthermore, LS advised that an energy audit will be completed e.g., how long after the school has closed should the lights turn off? Where is the money being spent?</p>	LS

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	<p>It was noted that historically there has been a large expense in August when the school is closed. LS confirmed the Site Manager, Jacob Forster (JF), now has access to the computer system.</p> <p>Both LS and SC will complete further financials and forecasts relating to the impact of the national insurance increases and staff costings. This will be a huge amount of spend for Montgomery Primary School. At this time, SC advised the budgets do not show inflationary percentages.</p> <p>The governing board asked about the funding for PP pupils. LS and SC noted the financials are showing projections only.</p> <p>The governing board asked about spending within each department of school – are the budgets being spent? KW and LS advised that subject leads have input and choice on what the budget is spent on, however, LS is currently checking the coding to ensure accuracy and is continuing to work with the new system in place.</p> <p>The governing board asked about the purchase of White Rose for Mathematics – the FGB were informed this is a purchase for the curriculum and not for the Maths spend.</p> <p>It was noted that all training will be showing in the financials under the training code.</p> <p>Whilst the above discussions took place, it was reiterated that the financials for the school run April to March, however, the school runs to the academic year.</p> <p>It was agreed and reinforced by SC that Montgomery Primary School must ensure the capital monies are spent.</p> <p>In conclusion, LS advised that the new finance system has proven to be a lot of additional work and thanked SC for the support given. The financials from today's meeting will be forwarded to the governing board by email. A further set of financials will be prepared for the meeting on 23rd June 2025 and, at this time, the governing board will be in a position to document and agree the budgets for Montgomery Primary School.</p> <p>There has been no further communication from DCC relating to the impact of the implementation of the new system to schools and their governing boards.</p>		
14	<p>School Improvement for Montgomery Primary School Please see Point 13.</p>		LS
15	<p>Policies There were no policies for this meeting. There will be a full policy review in Half Term 6 in readiness for the new academic year.</p> <p>Both KW and LS will also be reviewing the risk assessments in place for Montgomery Primary School.</p>	<p>Terms of Reference D = Delegated R = Recommended</p>	SWe/All

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16	Training Schedule The training schedule will be updated.	SWe/All
17	Montgomery Primary School The governing board thanked KW and the staff for their efforts in making the term such a success:- <u>VE Day</u> A day of thoughtfulness and reflection with a school assembly and picnic lunch <u>FoMS Quiz Night</u> Community quiz hosted by JC and ST The governing board are also aware that the FoMs will be looking to recruit help and assistance for MontyFest which is in the calendar for Friday 27 th June 2025. Further planning will be put in place for the Civic Award with the involvement of the governing board.	All

The meeting closed at: 6.47 pm

Detail of next meeting			
Date/Time	23 rd June 2025	Location	Montgomery Primary School