



The Governing Board of Montgomery Primary School Meeting

Meeting							
Date	13 th October 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
Rosalind Brown	RB	Partnership

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. Apologies were received from Roslind Brown (RB). The remaining members of the governing board accepted the apologies. The meeting commenced at 5.04 pm and was quorate. Introductions were made to Megan Dinning (MD).</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>14th July 2025</u> FGB <u>15th September 2025</u> FGB</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
4	<p>Matters Arising</p> <p>There were no matters arising for this meeting.</p>	SWe

The Governing Board of Montgomery Primary School Meeting

5	<p>Clerks Report</p> <p><u>Parent Governor</u></p> <p>A timeline was put in place to allow for the nomination process and the parent/carer community were informed of the vacancy on the governing board. Two nominations were received, therefore, an election was held (Megan Dinning and Oliver O'Hanlon). The supporting statements were forwarded to the community of parents/carers by way of email, MCAS and a link to Microsoft Forms on Friday 3rd October 2025. The governing board confirmed that the electronic process was secure, that voters could only vote once and could not be identified. An alternative paper ballot form was available from the school office. The ballot form showed the names in alphabetical order and voting was open for one school week. Information relating to the vacancy was also put in the school newsletter, as well as reminders by email.</p> <p>The count took place on Thursday 9th October 2025 at 4.00 pm and Katrina Way was the returning officer. The Business Manager, Lisa Shepherd, witnessed the report detailing the votes.</p> <p>The Governing Board of Montgomery Primary School were delighted to welcome Megan Dinning to the school community as the Parent Governor and expressed thanks to both candidates for supporting the school and the governing board.</p> <p>The governing board were grateful to all those who voted in the process – the voice of parents/carers matters.</p> <p>The application form and paperwork will be completed for MD for the files. The DES and GIAS information will be updated as well as the school website and work room.</p> <p><u>Governor Hub directory</u></p> <p>The directory is now up and running. The Clerk will continue to advise of when information has been added in order that the governing board are up-to-date with weekly alerts and reading material. It is hoped this will prove to be an effective way for the governing board to view any documents as necessary.</p> <p><u>Clerk Appraisal</u></p> <p>SWe will propose dates for the above to be actioned.</p> <p>Terms of Reference</p> <p><u>Headteacher Appraisal Panel</u></p> <p>MR SWe</p> <p><u>Performance & Pay Committee</u></p> <p>MD MR SWe</p> <p>The above members of the governing board will form the Headteacher Appraisal Panel and the Performance & Pay Committee.</p> <p>The Terms of Reference will be updated to reflect this.</p>	HD/All
---	---	--------

The Governing Board of Montgomery Primary School Meeting

6	<p>Diversity of the Montgomery Primary School Board The form will be re-activated to bring the details up-to-date for the academic year.</p>	HD
7 8 9 10	<p>School Improvement Plan School Monitoring Visits to School Headteacher Report</p> <p>For the purpose of this meeting, KW provided an overview of the document. The governing board were able to view the document on the Governor Hub in readiness for the meeting.</p> <p>KW spoke about the high quality of teaching at Montgomery Primary School and added there will be coaching for this academic year. The platform used will be, 'Steplab' which is targeted professional development – designed to deliver measurable impact. The teaching staff will be trained every other Wednesday. If any member of the senior leadership team (SLT) should drop into a class, they will be looking for the work which has been covered in the training. KW acknowledged this would bring consistency in teaching across the school. The coaching is instructional and the first steps will be active listening. The platform is not solution based. Sign language is being taught to all the teaching staff for 15 minutes at the beginning of their weekly training sessions.</p> <p>KW spoke further about the change in staff, having had teaching assistants retire, staff going on maternity leave and the Safeguarding position being vacant. KW reinforced that there is a team of staff at Montgomery Primary School supporting the new staff and, in turn, supporting the work of the SLT and KW. It is important that the new staff get to know the children, parents/carers and families.</p> <p>The welcome in the mornings is important and this will continue with key members of staff greeting families.</p> <p>A lot of work will be taking place in the classes relating to oracy – the framework to understand the physical, linguistic, cognitive, and social and emotional skills that enable successful discussion, inspiring speech and effective communication. The focus is on the child's development and inclusive vocabulary e.g., would you live somewhere hot?</p> <p>KW re-iterated the R's and Monty Values:-</p> <p>Be Ready Be Respectful Be Responsible</p> <p>Determination Honesty Passion Respect Self Belief Teamwork</p>	KW

The Governing Board of Montgomery Primary School Meeting

The School Development Plan is currently in the format of the previous Ofsted framework. However, this is a paper exercise and will be amended accordingly.

Monitoring

On a weekly basis, monitoring will take place on Wednesdays for Maths, English will focus on a different year group.

The governing board spoke further about SONAR (a system to track and predict pupil progress and improve learning outcomes) and asked about parental engagement, especially with those children who are in the lowest 20%. It was noted that Year 2 had recently held a workshop in the classroom for parents/carers to learn about multiplication. There was a high response and those parents/carers who had attended enjoyed the experience and that it was in the class situation. Year 2 are also planning a phonics workshop. Moving forward there could be targeted invitations sent to parents/carers. KW added that parental engagement has increased over the last few years.

The governing board spoke about the use of White Rose Maths, in particular MR had looked at the website to gain an overview (White Rose Maths is the schools' provider of math resources breaking down the national curriculum into manageable, 'small steps' focusing on fluency, reasoning, and problem-solving). MR was impressed with the platform.

In conclusion, it is important that the school does not have barriers and to also invite parents/carers to view art and performances – let the school show the families of pupils what they have been doing. At this time, tea and coffee could be organised too.

KW will be working alongside Exminster and Honiton schools in order that the teaching community and SLT can support, build on relationships and learn from each other. A planned visit is Tuesday 14th October 2025 from the aforementioned schools. KW advised the governing board that the writing percentages at the schools are > 80% - it is important for the staff team at MPS to learn from this – the schools have been moderated so it will be interesting to see the practices in place.

KW gave a talk to headteachers in Devon – included in this were 14 new headteachers who have provided feedback and confirmed it was a useful part of the leadership day. What do headteachers need? What support is required? KW will continue to attend the leadership meetings and work with DCC and DSLS.

Visits to school by members of the governing board will be logged on the sign-in system and raised at each meeting.

Tours of the school – September 2026 intake

The website confirms that tours can be booked for Wednesday and Thursday mornings at 9.30 am (diary allowing). The month of October has proven busy and November is also booking up. Whilst the tours have taken place, questions have been asked about the over subscription last year – KW has spoken about this to parents/carers and reassured that last year was a particularly high year.

The Governing Board of Montgomery Primary School Meeting

	<p>Attendance</p> <p>The governing board reviewed the attendance data. At this time the data for Years 1 – 6 is 95.84% - comparison details were also shown for the same period last year and there has been a slight drop for the same period. Attendance meetings are being held weekly and the school is pro-active in supporting parents/carers with communication relating to their child. This will continue as the academic year progresses. Attendance is celebrated in the school assembly with class percentages read out.</p> <p>The governing board spoke about the positive school numbers on roll, especially that of the reception cohort (in comparison to other local schools) and noted the small cohort of Year 6. This cohort have been privileged to remain in two separate classes throughout their school journey and the governing board acknowledged this.</p>	
11	<p>Headteacher Appraisal <u>Tuesday 7th October 2025</u></p> <p>DSLS have been appointed by the governing board. The Headteacher Appraisal took place on Tuesday 7th October 2025. SWe commented that having the same contact involved from DSLS for the academic year brings consistency.</p>	SWe
12	<p>GDPR</p> <p>The DPO will be contacted to send over the slides from the GDPR training. KW is continuing to work on the cyber security for the school and looking at how AI is being used in schools and at home. This topic will be discussed further at the next meeting.</p>	JC
13	<p>Safeguarding</p> <p>The deadline is approaching for the role of Safeguarding Lead. It is planned that interviews will be held after the half term. At this time, KW is involved with all safeguarding aspects across the school which is time heavy and involves additional meetings.</p>	SW
14	<p>Financials for Montgomery Primary School</p> <p>Maintenance Following the agreement for spend prior to the holiday period, LS provided an overview of the works which took place:-</p> <p><u>Painting and decorating</u> Decorate South West – painting completed in hall, classrooms, all toilet areas upstairs, Year 2 corridor, Year 3 area, Year 6 area.</p> <p>Cost: £13,243.12 + VAT</p> <p><u>LED Lighting</u> Red Rock Electrical – LED lighting upgrade completed</p> <p>Cost: £36,997.75 + VAT</p> <p><u>IT and Laptops</u> 23 x laptops and warranty for teachers purchased Cost: £10,396.00 + VAT</p>	KW/LS/All

The Governing Board of Montgomery Primary School Meeting

	<p>Classroom cabling and installation completed Cost: £1785.00 + VAT</p> <p>The old laptops are being cleared and re-used (there are currently 5 supply laptops available, 2 replacement teacher and TA laptops and 2 more available for general use in the workroom).</p> <p>All classrooms now have the same set up with board/screen, cabling and laptop - supply teachers are now able to plug in their laptop and teach straight away.</p> <p>Financials Due to the issues with Bromcom there are no financials for the governing board to view for this meeting. It is hoped that with the support from DCC and Helen White (who has replaced Sarah Creedy), LS will be in a better position to provide this information in December 2025. KW updated that at a recent leadership meeting all headteachers are in the same position as Montgomery Primary School. To this end, KW has written to Bromcom outlining the disappointment in service relating to the platform.</p> <p>Financial Audit On Wednesday 22nd October 2025 there is a meeting relating to the Financial Audit – this has been ongoing from June 2025. It is hoped the meeting will finalise the audit.</p> <p>Maternity Leave DCC are going to increase the premium payments for the school in order this can be covered moving forward.</p> <p>With changes ongoing at DCC there is no longer an English or Maths team – KW is awaiting updates relating to the implementation of local hubs – this will be good when it happens. The governing board spoke about the payment for services made to DCC – how is this going to work? What is the school going to get for the money paid? This item will be reviewed at the next meeting.</p>	
15	<p>Policies The policy details were available for the governing board in Governor Hub titled directory, 'Proposed 13/10/2025' and the Terms of Reference and roles of the members of the governing board which relate to the policies were noted:-</p> <p>Delegated to lead governor/s and reported to FGB Recommendation to the FGB</p> <p>The policies below (1 – 12) have been updated by DCC and Katrina Way for the purposes of Montgomery Primary School.</p> <p>1 Acceptable Behaviour of Parents Policy (Headteacher – for information) 2 Admissions Policy (please see additional notes from DCC) 3 Attendance Policy (ToR Attendance & Behaviour D) 4 CP & Safeguarding Policy (FGB) 5 Data Protection Policy (ToR GDPR D) 6 Emergency Management Plan (ToR Premises, Security & H & S D) 7 Late Collection Policy (Headteacher – for information) 8 Online Safety Policy (FGB)</p>	All

The Governing Board of Montgomery Primary School Meeting

<p>9 Pay Policy (FGB) 10 SEND Policy (FGB) 11 Staff Behaviour Policy (Code of Conduct) (FGB) 12 Supporting Students with medical conditions and for the administration of medicine (FGB)</p> <p>The policies below (13 – 19) have not changed but are reviewed on an annual basis:-</p> <p>13 Accessibility Plan (ToR Premises, Security & H & S D) 14 Anti-Bullying Policy (FGB) 15 Education of Children in Care Policy (ToR Inclusion & SEND R) 16 Equality Statement (ToR Iclusion & SEND R) 17 Health, Safety & Wellbeing (ToR Premises, Security & H & S D) 18 Positive Handling Policy (FGB) 19 School Dog Policy (FGB)</p> <p>Finance Policy (wording updates required) Lettings Policy (scale of charges required)</p> <p>The following amendments will be made:-</p> <p><u>Attendance Policy</u> The policy has been amended to allow for a 30 minute, 'L' code on the attendance register. The policy confirms that school doors open at 8.40 am and close at 8.45 am. After which, a pupil will receive a late mark. The footer will be amended to the correct date.</p> <p><u>CP & Safeguarding Policy</u> Page 4 and Page 18 to reflect the full name of Montgomery Primary School.</p> <p><u>Health, Safety & Wellbeing Policy</u> The correct date to be input.</p> <p><u>Positive Handling Policy</u> Review the way the document has been saved – paragraph information shown.</p> <p><u>Staff Behaviour Policy (Code of Conduct)</u> There are two front covers – the additional cover will be removed as well as the blank page.</p> <p>The governing board agreed to adopt the above policies.</p>	
<p>16 Ofsted 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.</p>	<p>All</p>



The Governing Board of Montgomery Primary School Meeting

	The governing board noted that the new platform Steplab will also have a positive impact for the teachers in relation to the Ofsted Framework.	
17	Montgomery Primary School The governing board confirmed this was a productive meeting and were pleased to welcome Megan Dinning as the Parent Governor.	All

The meeting closed at: 7.30 pm

Detail of next meeting			
Date/Time	1 st December 2025	Location	Montgomery Primary School