



The Governing Board of Montgomery Primary School Meeting

Meeting							
Date	14 th October 2024	Location		4.30 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	<p>Welcome and apologies</p> <p>Following the presentation from Julie Stevens (see Point 17 Training Schedule), the meeting commenced at 5.34 pm and was quorate. SWe welcomed the full governing board and Lisa Shepherd (LS) to the meeting. There were no apologies. Following Points 1 and 2, the meeting was directed to Point 14 Financials for Montgomery Primary School. LS was thanked for her time and input and left the meeting at 5.58 pm, at which point the meeting continued with Point 3 on the agenda.</p> <p>The meeting moved to confidential minutes at 6.17 pm and returned to the main FGB at 6.18 pm and again at 7.43 pm, returning to the main FGB at 7.46 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>24th June 2024 FGB</u></p> <p><u>15th July 2024 FGB</u></p> <p><u>16th September 2024 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</p> <p>All details are noted as Points on the Agenda for this meeting.</p>	SWe
5	<p>Clerks Report</p> <p><u>Message from Alyson Harman – SLT</u></p> <p>Correspondence was received from AH relating to the absence from work and phased return – the communication thanked the governing board, staff and especially KW for the support. The correspondence was received well by all those present.</p> <p><u>Clerk's Appraisal 24th September 2024</u></p> <p>The Clerk's Appraisal took place on 24th September 2024 with HD and SWe. The appraisal was constructive and outlined targets for the coming 6 months.</p> <p><u>Items from Weekly Alert/documents</u></p> <p>The weekly alert will continue to be forwarded to the full governing board on a Monday. It was agreed there is a lot to absorb but is of great assistance.</p> <p><u>Annual Cycle</u></p> <p>The document was distributed to the governing board.</p> <p><u>'Open' or 'Closed' meetings – protocols</u></p> <p>Following Point 5 at the meeting held on 16th September 2024, the governing board agreed that the FGB meetings would be open, however, protocols were confirmed as follows:-</p> <p>If attendance is requested, the clerk should know in advance Observation only, unless invited to speak Items on the agenda only to be considered If the meeting should move to Confidential Minutes, then the person will leave</p> <p><u>Terms of Reference</u></p> <p>The Terms of Reference were distributed to the governing board.</p> <p><u>Q Cards</u></p> <p>The Q cards were distributed to the governing board.</p> <p>Abbreviations to note:-</p> <p>ECT Early Career Teacher (who has obtained their Qualified Teacher Status)</p> <p>EGPS English Grammar Punctuation Spelling</p> <p>IDSR Inspection Data Summary Report</p> <p>WRM Writing Reading Moderation</p>	HD/All

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	<p>The governing board were advised to review the school website and refresh knowledge of the content. The website provides information relating to the curriculum as well as an overview for each year group. Each subject shows a statement, progression map and gallery.</p> <p>The governors spoke about how the subjects works with the Terms of Reference, which in turn works with the Q cards for visits to school and monitoring, which then shows triangulation of evidence.</p> <p>It was noted that a link was not working for the latest newsletter. KW will look at this and ensure it is put right.</p> <p>Further information relating to ECTs will be forwarded to the governing board. The document name is, 'Responsibilities for governing bodies and schools in relation to ECTs'.</p>	
6	<p>Diversity of the Montgomery Primary School Board</p> <p>Following Point 6 at the meeting held on 16th September 2024, the governing board agreed to use the template and provide information relating to age, gender and ethnicity. A survey was forwarded to all members of the governing board. The Clerk has now received the responses and will prepare the template.</p> <p>In the meantime, an amended paragraph will be uploaded to the school website:-</p> <p><i>'Governing Board Diversity The board believe it is important that we reflect the diversity of the communities we serve. Diverse boards promote inclusive school environments and provide diverse role models for staff and young people. We collect data on the diversity of the board, including age, ethnicity and gender and use this data to inform our recruitment and training needs and ensure there is always a diverse range of perspectives around the table to support robust decision making. We are compiling the report for the academic year 2024-2025.'</i></p>	SWe
7	<p>School Development Plan</p> <p>Action: In conjunction with Points 8 and 9</p>	KW
8	<p>School Monitoring</p> <p>Action: In conjunction with Points 7 and 9</p>	KW
9	<p>Visits to School</p> <p>The sign-in book is held in the school office and holds visit details relating to a school meeting or for monitoring purposes. Whilst any visit to school is logged as part of the process with the staff team, this is by no means meant to double up on workload. The file is to be used as a record for the visit. The templates will be emailed to the governing board for completion electronically if preferred. The Terms of Reference and Q cards are also in the file should it be needed by a governor.</p>	KW/All

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	<u>Date of visit</u> 23/09/2024 24/09/2024 27/09/2024 02/10/2024 08/10/2024 14/10/2024 14/10/2024	<u>Details of visit</u> Pupil Premium meeting Clerk Appraisal Premises visit (LS) Art Monitoring Overview of governance SEND meeting Headteacher Appraisal	RB/GS SWe SWe GS MR SWe MR/SWe
10	Headteacher Report A Headteacher Report was not distributed for this meeting. KW provided an overview of the following:- School Development Plan (SDP) Self Evaluation Form (SEF) Monitoring Calendar A short version of the SDP was forwarded to the governing board prior to the meeting. KW advised the SEF is very detailed and notes the achievements of Montgomery Primary School over the last two years and since the last Ofsted report. This will be forwarded to the governing board to review and digest in its entirety. KW noted that comments had been received about how calm the children are in the school environment (be it from visitors having a tour of the school or visitors for meetings). KW and the staff team will continue to build on working relationships from external providers in order that children can thrive. KW is continuing to look at ways to gain parental engagement – this is for all children but especially PP families – KW stressed the importance of it being more than data, it is the inclusivity within the school and progress made by all children. However, the Meet the Teacher was a very positive event. Be Ready Be Respectful Be Responsible The school assemblies celebrate learners of the week, there are singing assemblies and there is a school newsletter. All of these celebrate the culture and ethos of the school and the attitude of the children. An assembly was held recently on British values and democracy. Data has been broken down into cohorts and KW reiterated that the pandemic had a huge impact on learning, especially writing. The curriculum journey has been huge for Montgomery Primary School. KW provided an example of the History curriculum now and how different it looks from the last Ofsted inspection (the curriculum has been implemented to a high standard across the school).		KW

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	<p>Each subject lead is championing their topic.</p> <p>KW spoke about the personal development of children at Montgomery Primary School. This could include participation in school trips, activities, play leaders, school parliament or the school choir.</p> <p>The governing board commented on the subject of art and how this could be repeated skills year on year - how would the information be retrievable? A discussion ensued relating to learning how to sketch, re-visiting this but then learning how to shade. The children could be taught about a particular artist – where did the artist come from? This could be knowledge and skills that have been retained. The school team will continue to use SONAR (multitude of materials for curriculum mapping, planning and resources as well as providing data) and SWIFT (assistance with teaching programmes, strategies and knowledge).</p> <p>The governing board were advised that there is no progress data due to the pandemic.</p> <p>KW spoke further about, 'positive noticing' and working with the Behaviour Specialist, Paul Dix (author of the book entitled, 'When the Adults Change, Everything Changes'). This will assist with issues at school whether it be in the school hall or outside on the playground and will also target the CPOMS. Montgomery Primary School do not wish to be dismissive to children. Whilst there should be consequences, there is a need for acceptable behaviour in school e.g., kind words and kind hands. KW ran through the Monty Values:-</p> <p>Determination Honesty Passion Respect Self-Belief Teamwork</p> <p>Symbols are also used in the classrooms, as well as in the lunch hall and out on the playground.</p> <p>Attendance data was distributed to the governing board as at 14th October 2024.</p> <p>A further overview of attendance at Montgomery Primary School will be presented at the FGB to be held on 25th November 2024.</p>	
11	<p>Headteacher Appraisal <u>Monday 14th June 2024</u></p> <p>The services of DSLs have been bought-in and Melanie Smallwood visited Montgomery Primary School today for a tour of the school and introductions to Katrina Way, Mark Richardson and Simon Webber.</p> <p>Targets and a review date have been set.</p>	SWe

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12	<p>GDPR</p> <p>Consent forms have been signed by all parents/carers for:-</p> <p>Seesaw (online platform for learning and communication)</p> <p>SOE3 forms (school trips and activities)</p> <p>School video (please see the website to view the video)</p>	All
13	<p>Safeguarding</p> <p>SW will continue in the role of governance lead and liaise with both KW and LS. It was noted that every visit for a governor is a safeguarding visit, however, a safeguarding walk with KW will be put in the diary to action.</p> <p>As at March 2024, MASH (Multi-Agency Safeguarding Hub) has been re-branded as, 'Front Door'. This service brings together agencies and their information to identify risks to children.</p>	All
14	<p>Financials for Montgomery Primary School</p> <p>A financial report had been prepared for the governing board ahead of the meeting. There were no questions forwarded to the Clerk prior to the meeting. LS provided a brief overview:-</p> <p><u>Trim Trail</u></p> <p>Is what is already there going to be corrected? The trim trail will be built back up and made safe. Plastic will be used rather than wood and this has a 30 year guarantee.</p> <p><u>Playground equipment</u></p> <p>If equipment is replaced, then plastic could be used and at this time, would be like for like. LS informed the governing board that free standing equipment is also being investigated which could be moved to different areas around the school. The governing board noted this and felt it would be beneficial for the school and all pupils.</p> <p><u>Repairs and Maintenance</u></p> <p>LS is tracking the repairs and maintenance for the school. The forecasted figures were showing £30 k, however, this is now coming in at £40 k. LS will continue to monitor and ensure that all items are listed and coded correctly so that when the financials are compiled, the information is accurate.</p> <p><u>Visitors to school and SCR</u></p> <p>A sign-in system is being investigated for front of house. This will provide a more professional process when visitors are welcomed to Montgomery Primary School and it is hoped will work alongside the SCR for compliance purposes. LS has been in conversation with 4 potential companies and watched demonstrations. KW thanked LS for the time invested.</p> <p><u>Water utility invoice</u></p> <p>The invoices have been estimated and total £55 k. However, LS has been liaising with the legal team at DCC and a further invoice is due to be received for a value of £13 k (the invoicing period dates back as estimated for 3 years and it has been noted that the meter is outside of the school premises and difficult to access). LS has put an action plan in place for the meter to be read on a monthly basis by MPS staff and the water company</p>	LS

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	<p>have also confirmed they will read monthly too. This situation can now be monitored to gain an accurate monthly figure for the financials. The financials were showing £1300 per month but LS will amend the forecast to £2 k per month. The governing board spoke about the option of spreading the cost of the outstanding invoice, whether this be monthly, or two payments over two academic years. LS will await the invoice for the accurate figure and report back with options.</p> <p><u>Lost Property</u></p> <p>A unit has been purchased and lost property and donations of school uniform has been sorted. All staff have been asked to ensure the boxes are kept tidy. LS will continue to monitor with the office team on a weekly basis.</p> <p><u>Devon Norse</u></p> <p>LS advised the governing board that 18 hours of cleaning has not been fulfilled as at today's date for the month of October. LS will resolve this issue and continue to liaise with Devon Norse regarding the fulfilment of the contract.</p> <p>LS has continued to receive support from Sarah McCreedy (SM) and further timing has been scheduled after half term. Both LS and SM will be present at the FGB meeting scheduled for 25th November 2024. All paperwork will be forwarded ahead of the meeting.</p>	
15	<p>School Improvement for Montgomery Primary School</p> <p>Please see Point 14 for the update from LS.</p>	LS
16	<p>Policies</p> <p>Accessibility Plan Admissions Policy Attendance Policy (Pages 8, 11 and 18 – check formatting and timings for gates to open and registers to be taken) Data Protection Policy Education of Children in Care Policy (amend the date of the next review) Emergency Management Plan (check the text messaging system is accurate) Equality Objectives Freedom of Information Supporting Pupils at School with a Medical Condition</p> <p>The policies were distributed according to the Terms of Reference for Montgomery Primary School. The policies were discussed and amendments (in brackets) will be made.</p> <p>The Admissions Policy for 2026-2027 was shared with the governing board. The Clerk will contact Andrew Brent at DCC Admissions to amend the email address to office@montgomery.school. Furthermore, the consultation will be added to the diary and noted for the FGB meeting to be held in February 2025. At this time, the FGB can formally determine the policy after the consultation period. There are no further updates from the DPO relating to the Data Protection or Freedom of Information policies. These will remain the same. The policies were adopted by the full governing board.</p>	

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17	<p>Training Schedule</p> <p><u>Ofsted</u></p> <p>Julie Stevens (JS) visited Montgomery Primary School at 4.30 pm on 14th October 2024 to provide an overview to the governing board of what will happen at the point of inspection. What is the expectation?</p> <p>Montgomery Primary School is a, 'good' school. It is not known if an Ofsted visit will be graded or ungraded at this time.</p> <p>The visit will review the governing board on strategy, accountability and financials.</p> <p>JS provided information relating to the Ofsted inspection handbook guidance on Governance which notes evidencing the impact of the board of governors, the purpose of governance and how governors carry out their functions (full details can be read on Points 369, 370, 371 and 372).</p> <p>JS discussed the knowledge of data with the governing board and key points were discussed e.g., meeting the needs of pupils, improving outcomes in phonics and writing and importantly, knowing the, 'story' behind the data.</p> <p>KW informed the governing board there is a file which contains information required for an Ofsted visit e.g., about Montgomery Primary School, a detailed map of the site, a copy of the School Development Plan, the Monitoring Calendar, attendance data and policies which relate to Assessment and Feedback. KW requested that the Clerk provide copies of the minutes of recent meetings for filing. This will be actioned.</p> <p><u>Introduction to Governance</u></p> <p>Both RB and ST have attended the training and advised the governing board that the training was very informative. The delivery of the training by DES was pro-active.</p>	SWe
18	<p>Montgomery Primary School</p> <p>The governing board spoke about the roles and subjects they will all be involved in and how the governing board has certainly gained structure.</p> <p>KW added that it is not only a privilege to work with the school staff team on a daily basis but it is a privilege to speak with the governors at the FGB meetings and discuss and share information about the school.</p> <p>All those present agreed that the meeting had been constructive and productive.</p>	All

The meeting closed at: 7.56 pm

Detail of next meeting			
Date/Time	25 th November 2024	Location	Montgomery Primary School