



The Governing Board of Montgomery Primary School Meeting

Meeting							
Date	15 th September 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		Stephanie Walker	SW	Co-opted	
Joss Chappell	JC	Staff		Katrina Way	KW	Headteacher	
Mark Richardson	MR	LA		Simon Webber	SWe	Parent	
Sophie Tucker	ST	Co-opted					

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 The meeting commenced at 5.12 pm. All those present were welcomed to the new school academic year.	HD
2	The Governing Board of Montgomery Primary School <u>Elect and appoint Chair</u> SWe put forward nomination for the appointment of Chair. This was seconded by ST. <u>Elect and appoint Vice-Chair</u> RB put forward nomination for the appointment of Vice-Chair. This was seconded by JC. The duration of the term of office will be for the academic year 2025-2026. All those present agreed and the governing board of Montgomery Primary School was formed. All meetings will be in held in person. Dates for the scheduled meetings will be distributed and uploaded to the school website.	All
3	Attendance & Business/Pecuniary Interest Register <u>Register of Business Interests</u> Individual documents were presented to each member of the governing board for update, signature and date. Governors were reminded they must declare any conflict of interest which becomes apparent during the meeting. There were none for this meeting.	All

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4	<p>Code of Conduct The Code of Conduct was forwarded to the governing board prior to the meeting for reading purposes. The printed documents were agreed, signed and dated by all those present.</p> <p>Consent Forms The above were signed off by each member of the governing board.</p> <p>KCSiE The KCSiE document was forwarded to the governing board prior to the meeting for reading purposes. The minutes are a record that all those present have read the content.</p>	All
5	<p>‘Open’ or ‘Closed’ Meetings The meetings in the academic year 2025-2026 will be open.</p>	All
6	<p>Board Diversity The template will be updated when the parent governor has been elected.</p>	All
7	<p>The Governing Board of Montgomery Primary School Academic Year 2025-2026</p> <p><u>Instrument of Government</u> The governing board consists of 9 members:-</p> <p>2 Parent 1 Staff 1 LA 1 Headteacher 2 Co-opted 2 Partnership 9</p> <p><u>Department of Education GIAS</u> The details will be updated.</p> <p><u>Governor Attendance on site</u> The sign-in app will be used to confirm attendance on site and reported at each meeting.</p> <p><u>Devon Education Services</u> The details will be updated.</p> <p><u>Approval of minutes</u> Draft minutes will be circulated to the Chair and Headteacher for approval and then forwarded to the members of the governing board. Any queries should be directed to the clerk.</p>	All

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	<p><u>The following was noted:-</u></p> <p>Attendance at FGB meetings will be uploaded to the MPS website Minutes of the FGB meetings will be uploaded to the MPS website Pen Portraits do not require updating at this time Register of Business Interests will be uploaded to the MPS website Training Schedule will be uploaded to the MPS website</p> <p><u>Confidential Minutes (previously referred to as Part 2)</u></p> <p>The need for the above was discussed and will be used only when necessary. It was agreed by all those present that the governing board meetings be transparent.</p> <p><u>Email correspondence</u></p> <p>The governing board members have school email addresses set up and will continue to use this address for correspondence. A shared directory has been set up, 'Governor Hub' which will allow access via the email address to all documents which the governing board require e.g., Terms of Reference, Q Cards, monitoring calendar, Headteacher Reports and Policy details. This access is secure and allows the governing board to review details without the need for PDF versions to be sent via email.</p>		
8	<p>The roles of the board</p> <p>All those present confirmed the roles of the governing board and it was noted that all governors would be responsible for Curriculum, Finance and School Improvement at Montgomery Primary School. Further discussions will take place relating to a lead governor for EYFS. When the parent governor is welcomed to the board, they will take on the responsibilities for Complaints and Personnel.</p>		All
	<p>RB JC MR ST SW SWe</p>	<p>Complaints and Pupil Premium Community, Staff & Parental Links and GDPR Complaints and Personnel Premises, Security and Health & Safety and Sustainability Behaviour & Attendance and Safeguarding Inclusion, SEND & Wellbeing, Personnel, Premises, Security and Health & Safety</p>	
	<p>The subjects of the board</p> <p>All those present confirmed the subjects of the governing board and it was noted that all governors would be responsible for English and Maths at Montgomery Primary School. When the parent governor is welcomed to the board, they will take on the responsibilities for Art, MFL and PSHE.</p>		All
	<p>RB MR ST SWe</p>	<p>Music, Phonics, Reading RE, Writing Geography, PE, Science Computing, DT, History, Maths</p>	

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9	Terms of Reference The Terms of Reference will be prepared to reflect the above.	All
10	GDPR Privacy Notice for Governors All those present were provided a copy of the Privacy Notice and this has been read and agreed. There were no updates at this time.	All
11	Safeguarding All those present agreed that Safeguarding will be an item at each FGB meeting. The staff received further training on the non-pupil day at the beginning of the school academic year. All members of the governing board will receive refresh training. KW advised of the additional workload whilst the position remains vacant. Further interviews will be taking place in September 2025.	All
12	Policies The governing board were informed that the model policies 1 – 10 have been updated by Devon County Council – standard Montgomery Primary School cover sheets will be actioned and the details relating to the school have been added by Katrina Way. 1 Adoption Policy – updated model policy – Headteacher (inform FGB) 2 CP & Safeguarding Policy – updated model policy – FGB 3 Disciplinary Policy – updated model policy - FGB 4 Intimate Care Policy – updated model policy - Headteacher (inform FGB) 5 Managing Sickness Absence Policy – updated model policy – Headteacher (inform FGB) 6 Online Safety – updated model policy - FGB 7 Period of Notice Policy – updated model policy – Headteacher (inform FGB) 8 Recruitment Policy – updated model policy – Headteacher (inform FGB) 9 School Uniform Policy – updated model policy - FGB 10 Staff Code of Conduct – updated model policy – Personnel ToR The policies below are those which should be reviewed on an annual basis but there have been no changes to the model policy by DCC. New cover sheets will be actioned for the academic year 2025-2026. 11 Appraisal (Support Staff) Policy – Personnel ToR 12 Appraisal (Teacher) Policy – Personnel ToR 13 Carers Leave Policy - FGB 14 Flexible Working Policy – Headteacher (inform FGB) 15 Leave & Absence Policy - FGB 16 Whistleblowing Policy – FGB The governing board agreed to adopt the above policies. However, further time will be given to read the CP & Safeguarding Policy, Online Safety and the Staff Code of Conduct Policy. These will be raised again at the meeting scheduled for 13 th October 2025.	All

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13	<p>Montgomery Primary School</p> <p>KW spoke about the support from the SLT and delegation which will allow growth for the staff members and assist with duties e.g., the mornings can be very busy signing children in and escorting children to class as well as enquiries on the playground.</p> <p>Attendance data was provided to the governing board and a strong start to the academic year with data at 96%. There have been new starters for the academic year. A full breakdown will be provided at the next meeting.</p> <p>Communication will be drafted in readiness for the school newsletter by means of a, 'welcome'. In the meantime, the process will commence for the Parent Governor Vacancy.</p> <p>The governing board were thanked for their time at this meeting and preparing for the year ahead.</p>	All
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The meeting closed at: 6.17 pm

Detail of next meeting			
Date/Time	13 th October 2025	Location	Montgomery Primary School