



The Governing Board of Montgomery Primary School Meeting

Meeting							
Date	23 rd March 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. The meeting commenced at 5.11 pm and was quorate. Following the introduction LS was welcomed to the meeting and the governing board discussed Item 14. LS was thanked for providing an overview of the school financials at this time and left the meeting at 5.30 pm.</p> <p>The meeting moved to confidential minutes at 6.24 pm and returned to the main FGB at 6.45 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>9th February 2026</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

The Governing Board of Montgomery Primary School Meeting

4	<p>Matters Arising</p> <p><u>Risk Assessment Ofsted</u> The Ofsted Risk Assessment will remain an agenda item. The governing board acknowledged the increased intensity of inspections and how frequent learning walks and governor presence support staff confidence. The importance of staff wellbeing and staff workload was emphasised.</p> <p><u>Update DCC - Sense & Belonging Inclusion (10/02/2026 KW)</u> KW attended the above and has attended multiple webinars. KW will continue to attend briefings and updates because there is so much change at DCC. KW will continue to work collaboratively.</p> <p><u>Pupil Premium Report</u> The governing board confirmed they had visited the school website and read the document.</p> <p><u>Appraisal Process for staff</u> The above is scheduled in the school diary.</p>	SWe/All
5	<p>Clerks Report</p> <p>It was reported a full audit of statutory and non-statutory policies had taken place using the Devon Education Services cycle monitoring document. Preparations are underway for the academic year 2026-2027. Clarification will be sought from DES regarding those policies which have historically been noted as 4 year cycles.</p> <p>The weekly alert has been uploaded to the Governor Hub website and the governing board have been signposted to content within the alert.</p>	HD/All
6	<p>School Improvement Plan</p> <p>The Headteacher confirmed the School Improvement Plan and Headteacher Report are aligned with the updated Ofsted framework.</p> <p>In conjunction with Points 7 and 8.</p>	KW
7	<p>School Monitoring</p> <p>In conjunction with Points 6 and 8.</p>	KW
8	<p>Visits to School</p> <p>Learning walks conducted in March were received positively. The governing board agreed learning walks should take place annually as part of the governance cycle.</p> <p>During the learning walk, the governors focused on several key areas, including:-</p>	KW/All

The Governing Board of Montgomery Primary School Meeting

	<ul style="list-style-type: none"> • Active listening in lessons • Class routines • Behaviour management and the use of behaviour charts and Dojos • Classroom displays • General curriculum delivery • Overall operations within the school <p>All those present reflected positively on recent visits noting calm transitions, consistency of classroom routines and positive pupil conduct. KW noted the use of the Behaviour Policy thus ensuring the culture of Montgomery Primary School remains calm, consistent, and well embedded.</p>		
	<p><u>Date of Visit</u> 10th February 2026 5th March 2026 11th March 2026 18th March 2026</p>	<p><u>Details of Visit</u> SFVS – meeting to sign-off paperwork Computer Monitoring RE Monitoring SEND Monitoring</p>	<p>SWe SWe MR SWe</p>
<p>9</p>	<p>Headteacher Report</p> <p>It was noted prior to the meeting the governing board should refresh the content of the Headteachers Report dated 9th February 2026. A further summary report was uploaded to the Governor Hub in readiness for this meeting.</p> <p>There is a continued focus on inclusive practice and Ordinarily Available Inclusion Provision (OAIP) across the school and the governing board were signposted to view the DCC website where the provision is detailed. The governing board noted the staffing ability which reflects on the effective staffing induction across the school. The governing board viewed the current details relating to those pupils on roll and attendance - currently 94.9% and in line with expectations. The half term has seen pupils absent due to chicken pox, tonsillitis, sickness, diarrhoea, coughs, colds and temperatures. Key advice e.g., '<i>NHS Is my child to ill for school?</i>' and information relating to the start of the school day and timings is sent out to the school community via the school newsletter and MCAS. Attendance monitoring is active and telephone calls are made as well as email communication and correspondence informing the parents/carers of the percentage, authorised and unauthorised absences and if their child is late to school. The governing board noted that when they have been on the school site in the mornings, they have observed the staff members welcoming children to school and being present in the playground.</p> <p>KW will continue to provide a thorough and strong Headteacher Report.</p> <p>The governing board discussed the impact of pupil mobility, SEND and disadvantaged pupils as well as holidays taken in term time. Further contextual detail was recorded in the confidential minutes.</p>	<p>KW/All</p>	

The Governing Board of Montgomery Primary School Meeting

10	<p>GDPR</p> <p><u>Retention & Disposal Policy</u> (please see Item 15)</p> <p>The Retention and Disposal Policy update was noted. The Data Protection Officer (DPO), Alvin Scott, will also act as AI Compliance Officer (AICO), responsible for compliance and data security. The cost will be £2540 per annum. Any AI tools used at Montgomery Primary School will be approved via leadership consultation following the relevant compliance checks. The governing board agreed the importance of value and workload impact. The governing board agreed there will be an ongoing review of AI as this subject evolves.</p>	JC
11	<p>Safeguarding <u>KCSiE</u></p> <p><i>'Have Your Say: KCSiE 2026 Consultation</i></p> <p><i>The Department for Education is seeking your views on proposed changes to the statutory guidance Keeping children safe in education (KCSiE). Their aim is to help schools and colleges better understand what they are legally required to do, as well as what they strongly advise to safeguard and promote the welfare of children.</i></p> <p>The governing board were advised of the consultation relating to KCSiE running from 12th February 2026 to 22nd April 2026.</p> <p>Safeguarding discussions have been held with staff followed by One Minute Guides on Neglect, Child on Child Abuse and Disguised Compliance.</p> <p>There are plans to re-advertise a Safeguarding role after the Easter holidays. The role will be re-visited and include details relating to the pastoral role within the school.</p>	SW
12	<p>SFVS</p> <p>The SFVS was confirmed as signed on 10th February 2026, submitted and receipt has been acknowledged.</p>	SWe/All
13	<p>Sustainability</p> <p>Sustainability actions continue to be communicated via the school newsletter and the purchase of the new benches meets the schools' ethos.</p>	ST
14	<p>Financials for Montgomery Primary School</p> <p>A Summary Report was uploaded to the Governor Hub in readiness for the meeting. A verbal overview of the current situation was provided by the Business Manager, Lisa Shepherd (LS).</p> <p><u>Budget Forecasting</u></p> <p>LS advised the governing board of the recent bursary briefing and details relating to those families who are in receipt of universal credit – the families will be entitled to receive free school meals but it is not linked to pupil premium. Therefore, at this time, the school will fund this. Numbers are not known and may fluctuate monthly. Helen White (HW) from DCC has continued the visits to Montgomery Primary School to go through the budgets and time has been spent looking at the new coding. In readiness for the next meeting, a full FRS report will be in place for the governing board to view.</p>	LS

The Governing Board of Montgomery Primary School Meeting

LS advised, however, that the budgets shown previously allowed for the Montgomery Energy Management Company to provide the school with £25 k. This has been increased to £60 k (this confirms the solar panels are working). The budgets will show that £50 k will cover the energy costs for the school and £10 k will cover the costs of the minibuses. LS has completed an audit on membership and subscriptions – what are the costs? Does the school need it? LS has been thorough and looked at each coding line to check the information is correct.

Catering

The catering contract for Montgomery Primary School is being re-tendered, with the opportunity published on the YPO portal. This goes live on 23rd March 2026. External legal advice was obtained via PHP Law due to the value of the contract (approximately £600 k). The legal review ensured compliance and value for money and was considered cost-effective. Site visits have been proposed for 1st April 2026 with presentations scheduled for May 2026 and the contract awarded by June 2026. The governing board will be invited to the evaluation process on 5th May 2026. A review meeting is scheduled with Aspens on 24th March 2026 to discuss a price increase. The governing board were informed of the proposed increase to £2.70 per meal (from £2.60) and this was agreed by all those present. The increase will be implemented in September 2026, however, may be brought forward to April. This will be confirmed after the meeting with Aspens. This aligns with wider benchmarking and remains at the lower end of local provision. Governors discussed communication with parents and agreed sufficient notice would be provided.

Fire Risk Assessments

The above will be carried out in April 2026.

FISH

As part of the Finance Audit, it was proposed that a meeting take place with FISH to discuss the rent and use of the school rooms and grounds. The meeting has taken place and KW and LS are awaiting feedback from FISH. All paperwork implemented will be new and in conjunction with the Lettings Policy.

Flooring

The hall and nursery flooring has been completed and this will now be included in the annual cycle of maintenance.

General maintenance

LS is looking at the budgets relating to the boundaries of the school and the fencing required. The plant which is growing on the roof will be removed by a company called Countrywide (the roof will also be sprayed for ongoing maintenance purposes). The cost to the school is £688. When the work has been completed, LS will be able to advise the governing board if there is any lasting damage to the roof. This cost will be included in the annual cycle of maintenance.

Health & Safety

The building 5 year survey was completed in March 2026. There were no major issues and most of the suggested actions from the previous inspection have been completed, namely the BMS system, heat pumps and LED lighting.

The Governing Board of Montgomery Primary School Meeting

	<p>The PE and Playground equipment inspection highlighted that several of the wooden benches needed replacing. This has been actioned at a cost of £2,295. The FoMS will be contributing towards 4 of the benches. The benches are made of 100% recycled HDPE with a 25 year guarantee. A further five trees have been planted on the school grounds.</p> <p><u>School dinner debt</u> The above debt has reduced. At the time of the meeting, a debt is owing to Montgomery Primary School of £1 k. The governing board were informed this is across 30 pupils in the school community, of which 19 are under £10. This is being reviewed on a monthly basis.</p>	
15	<p>Policies The governing board noted the key information on the school website, 'Admissions'.</p> <p><u>Admissions Policy 2027-2028</u> The consultation period has ended for the 2027-2028 Admissions Policy - the policy has been determined and uploaded to the school website.</p> <p><u>AI Policy</u> The AI Policy has been agreed and adopted.</p> <p><u>Redundancy Policy (model DCC updated)</u> It was noted the version date is 2024 – this reflects the model version from DCC. The model policy has been agreed and adopted.</p> <p><u>Retention & Disposal Policy (no amendments – version updated for 2025-2026)</u> It was noted the link was not working on Page 9 – this will be checked. The model policy has been agreed and adopted.</p>	SWe/All
16	<p>Training - FGB The updated governor training schedule is published on the school website and the governing board were encouraged to engage with relevant opportunities.</p>	HD/All
17	<p>Montgomery Primary School The governing board agreed the meeting to be constructive and informative.</p>	SWe/All

The meeting closed at: 6.50 pm

Detail of next meeting			
Date/Time	11 th May 2026	Location	Montgomery Primary School