



The Governing Board of Montgomery Primary School Meeting

Meeting							
Date	23 rd June 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
Simon Webber	SWe	Parent

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>GS welcomed the full governing board to the meeting. Apologies were received from Simon Webber. The remaining members of the governing board accepted the apologies. GS 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 12 Financials for Montgomery Primary School. Both LS and SC were thanked for their time and valuable input and left the meeting at 5.51 pm. SW left the meeting at 5.27 pm and returned at 5.33 pm. The meeting commenced at 5.11 pm and was quorate.</p> <p>The meeting moved to confidential minutes at 6.13 pm and returned to the main FGB at 6.14 pm.</p>	GS
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>	GS
3	<p>Approval of minutes FGB</p> <p><u>12th May 2025 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>	GS/All

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4	Matters Arising Items have been noted in the minutes and Headteacher Report.	GS
5	Clerks Report Items have been forwarded to the governing board since the last meeting including the correspondence from Catherine McKinnell MP, Minister for School Standards as well as the Roles of Chair and Vice Chair in readiness for the new academic year. An assembly took place relating to the, 'Thank a Teacher Day' and the pupils enjoyed the discussion.	HD/All
6	School Improvement Plan In conjunction with Points 7, 8 and 9.	KW
7	School Monitoring In conjunction with Points 6, 8 and 9.	KW
8	Visits to School There were no visits in the period between meetings.	KW/All
9	Headteacher Report The report was forwarded prior to the meeting. Two questions were raised:- <i>The report talks about using a sonar tracking system. Is this something that the Governors may find beneficial in utilising?</i> Sonar (an educational resource) is the system that teachers use to record all data. All of this data is fed into and reported to the governing board. This is not a system which governors would have access to. <i>Given the lack of support from Devon County Council on EAL, is there anything that the Governors can do to highlight this issue with DCC?</i> A letter from the governing board to the local authority to inform of increase in need and the decrease in support workers could be useful - there is so much change at DCC at the moment. KW added that it may not be something that DCC are able to comment upon at this time. The governing board spoke further about DCC and KW outlined the details relating to the Exeter & East Devon Hub (previous minutes noted the changes at DCC). There are services which are currently closed at DCC due to the changes being implemented e.g., SENCO referrals. However, the hub will be a team of personnel who will be officers providing improvement to quality and education. KW will also be working with a nucleus of schools and will get to know them and their staff. The curriculum is being reviewed. The Department for Education (DfE) is looking for less content but to do it well. All feedback and the final report will be provided in the Autumn term (KW added an example being that the art curriculum will change and be re-vamped). KW spoke about the DfE 'Best Start in Life' review which is a three-part subject-based curriculum research review focused on early years education.	KW

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The governing board spoke about the Children's Wellbeing and Schools bill which focuses on making sure no child falls through gaps between different services and that families can get help when they need it. The intention of the legislation the government proposes is to strengthen the role of education in multi-agency safeguarding arrangements to better protect them from abuse, neglect and exploitation.

A discussion ensued around child poverty and schools providing FSM for those families on universal credit. Providing a child with a school meal will not solve this problem alone – parents also need to learn to read and write and be able to enter the workforce.

The governing board spoke further about RISE and the ability to tap into resources available.

KW confirmed working alongside other schools will assist in moderation as well as the business manager being able to meet their counterpart.

KW presented the latest data available. Please see details below:-

EYFS Data 62.7%

Good level of development - almost 9% higher than last year

Average number of learning goals 14 – the same as last year

Phonics data 79.3%

Phonics Year 1 - last year the national average was 80% so this puts Montgomery Primary School in line and is 10% higher than last year

Phonics End of KS1 77.6%

The low cohort brings this percentage down and also reflects last year's Year 1 percentage - this is 9% lower than the need of KS1 phonics last year

KS1 data

At Expected +

Reading - 76.6%

Writing - 68.3%

Maths - 76.6%

Combined - 62.5%

GDS

Reading - 27.7%

Writing - 7.3%

Maths - 28.6%

Combined - 7.3%

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<p><u>Multiplication Test</u></p> <p>Achieved 25/25 - 73.2% - 10% higher than last year - last year the national was 34%</p> <p>Average Score - 23.8 – in line with last year - last year's national average was 20.6%</p> <p>Achieved 20/25 or greater - 91.1% - 3% below last year</p> <p>This is quite cohort dependant, especially as last year each child represented more of a percentage as such a small year group.</p> <p><u>Year 6 predicted data/Teacher Assessment</u></p>			
<p>%</p> <p>Reading</p> <p>Writing</p> <p>Maths</p> <p>Combined</p>	<p><u>At expected</u></p> <p>72.9</p> <p>57.6</p> <p>69.5</p> <p>55.9</p>	<p><u>GDS</u></p> <p>30.5</p> <p>1.7</p> <p>20.3</p> <p>1.7</p>	
<p>KW expanded on the content of the details provided – the criteria in Devon has been said to be harsh by others who have worked in different counties. This has been raised with Devon County Council but they have replied saying that they are moderated too and they have to ensure there is consistency and this is not the reason writing is low in Devon.</p> <p>Multiplication has been rolled out across the school and is to be celebrated.</p> <p>The predicted data for Year 6 is based on teacher assessment. The results will be known on 9th July 2025.</p> <p>KW noted the increase in data percentages – this will need to be sustained at Montgomery Primary School as well as the teaching year on year. There has also been targeted learning in the EYFS setting.</p> <p><u>Staffing</u></p> <p>KW spoke about the significant changes in staffing for the academic year 2025-2026 and how this will impact the school, the playground in the mornings and greeting children onto site. KW will oversee this with staff currently in position whilst introducing new staff. KW also spoke about releasing the SLT in order to support in the mornings.</p> <p>KW will send correspondence to parents/carers in due course relating to the changes in staff – it has been positive to know that people are looking to join Montgomery Primary School and the staffing community. There are staff members going on to maternity leave as well as those who are retiring.</p> <p>KW advised of the position advertised for a teaching assistant who is proficient in British Sign Language – this position has not been filled.</p> <p><u>Artificial Intelligence – AI</u></p> <p>The governing board acknowledged the impact on educators. An example was discussed whereby hypothetically a picture of a child could be taken from the school website and used on the internet.</p>			

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	<p>The governing board spoke of the negatives surrounding AI and the need for awareness and knowledge, however, a further example was provided relating to how AI can assist with learning for a child with English as an additional language in that glasses could be worn which translates the words for the child into their spoken language. AI can also assist with lesson preparation and teacher report writing.</p> <p>The above will need to be considered for the Online Safety Policy and, in particular, KW will need to ensure to keep abreast of developments.</p> <p><u>Sustainability & Climate Change</u></p> <p>The governing board spoke of the need to ensure there is a lead member of staff to take on the above. It is also advised that a member of the governing board take on the responsibility. This item will be discussed further in the new academic year when the roles and responsibilities are discussed along with the Terms of Reference.</p> <p><u>School Development Plan</u></p> <p>KW advised of few changes to the above for the academic year 2025-2026. KW stressed the importance of maintaining stability, consistency, momentum, quality of teaching and ensuring the induction of new members of staff. Staff training will be accessed via SWIFT and StepLab. KW reiterated the importance of managing expectations and consistencies across the school staffing community.</p> <p>When there have been visitors to Montgomery Primary School, the feedback from other schools has been excellent.</p> <p><u>Headteacher Appraisal</u></p> <p>The date has been set for 16th July 2025. The governing board agreed to continue with the services of Devon Schools Leadership Services (DSLS) for the appraisal process proposing a new point of contact. Further discussion will take place in September 2025.</p>	
10	<p>GDPR</p> <p><u>End of year report</u></p> <p>The report was forwarded to the governing board. The DPO, Alvin Scott (AS), informed the school of the potential increase in emails relating to egress (a software system which allows DCC staff to send sensitive information securely) which are not true egress emails. This information was forwarded to all staff to ensure they were aware and alert.</p> <p>KW completed a data monitoring audit across the school and noted the following:-</p> <ul style="list-style-type: none"> Ensure boards are compliant Ensure cupboards are locked Ensure all printing is collected <p><u>Cyber Response Plan</u></p> <p>Both KW and LS will be meeting with AS in July to discuss the above.</p> <p><u>Training</u></p> <p>Further GDPR training will take place for all staff on the non-pupil day in September 2025.</p>	JC/All

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11	<p>Safeguarding</p> <p>The governing board were made aware that a recent assembly talked about the need for a clear message relating to consent and privacy when a child is referring to their private areas. A transition meeting has been scheduled with Jo O'Neill regarding the new post of Safeguarding Lead. An audit will be scheduled for the Single Central Record (SCR). This will confirm and show that all processes are in place for the records held and the new starters.</p>	SW/All
12	<p>Financials for Montgomery Primary School</p> <p>Financials</p> <p>The following financials were prepared for the meeting:-</p> <p><u>Budget dashboard</u> (graphic format)</p> <p>Income/expenditure</p> <p>Cumulative carried forward</p> <p>Pupil versus Teacher costs</p> <p>Staff analysis</p> <p><u>Draft Budget</u></p> <p>2025-2026</p> <p>2026-2027</p> <p>2027-2028</p> <p>2028-2029</p> <p>2029-2030</p> <p><u>Income/Expenditure Analysis Report</u></p> <p><u>Summer Term Monitoring Report</u></p> <p>Both LS and SC reported to the governing board that the figures show an additional £20 k income for the school. Furthermore, it was pleasing to be in a position to provide financials for the governing board (other schools have not been able to do this due to the change in systems). The school is nearly full and there have been increases in the costs centres of 8% as well as an additional 0.4% per child income (equivalent to £24 per child).</p> <p>The budget projections for the coming 3 years are healthy, however, 2028-2029 and 2029-2030 show losses for the school. Montgomery Primary School are in the fortunate position of receiving support from the Montgomery Energy Management Company (MEMC) and the FoMS.</p> <p>Staffing has a huge financial impact on the budgets. There will be 9 new staff joining Montgomery Primary School and they will require induction and support on their journey.</p> <p>Bromcom has been launched in school with both the administration team and staff using the system for registers etc. The next phase for Montgomery Primary School is MCAS (My Child at School) which will be in action from September 2025.</p>	LS

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	<p>The administration team are currently undergoing training in readiness for this. Both LS and CB are setting up the, 'behind the scenes' and parameters of the system. The MCAS is designed to increase the parental engagement by sharing information e.g., change of address or requesting a school lunch.</p> <p>Financial Audit</p> <p>The above is now on an annual basis and will be going ahead in the final half term of the academic year. LS confirmed information has been requested from the school and is in hand.</p> <p>In conclusion, the governing board confirmed their agreement with financials presented.</p>	
13	<p>School Improvement for Montgomery Primary School</p> <p>Maintenance</p> <p>LS advised a maintenance programme is being implemented across the school e.g., the trees on the school boundary have been actioned and the work completed.</p> <p>This will now be reviewed on an annual basis to assess any further works necessary. Having completed this work to the conifers, a review needs to take place of the boundary fencing in the area.</p> <p>A further spend of £1500 will be made to ensure the lift in school is compliant.</p> <p>The governing board were forwarded complete documents in order to make informed decisions relating to the works to be carried out over the summer. A concise list of all providers and their quotations were compiled, along with a spreadsheet, and notes were added to ensure the governing board were aware of all the key information.</p> <p>Quotations for:-</p> <p><u>LED Lighting</u></p> <p>A grant of £20,000 relating to sustainability will be used to assist with this spend. LS advised that 3 companies were not able to fulfil the tender, a further 3 companies provided the following costings and outlined the details:-</p> <p>1 <u>Red Rock Electrical</u> (£36,997.75 plus VAT) Red Rock Electrical are a local company and visited the school site. Red Rock Electrical were aware that fittings were bespoke to the school and were thorough in their approach - each room was broken down with requirements and need. Red Rock Electrical have confirmed the work can be actioned over the summer holidays. Looking forward, if the school had further need or support, Red Rock Electrical would be in a position to assist. It was noted that both KW and RB's sons work for Red Rock Electrical. However, the governing board agreed there is no gain for either party if the contract were to be given to Red Rock Electrical.</p> <p>2 <u>Superior Eco Lighting Systems Limited</u> (£33, 885.00 plus VAT) Superior Eco Lighting Systems Limited did not visit the school site but received photographs and specification details. A quotation was prepared.</p>	LS

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3	<p><u>South West Norse (£165,000)</u></p> <p>South West Norse are contracted for the cleaning and visited the school site with a lighting supplier and a quotation was prepared.</p> <p>The move to LED lighting will certainly make the school more efficient. Having considered all of the above, the governing board agreed to the contract being given to Red Rock Electrical. The governing board agreed the spend. It was noted that the Emergency Lighting has already been actioned.</p> <p><u>Painting and decorating</u></p> <p>It was noted that areas within the school needed attention – classrooms as well as areas which had heavy traffic. KW and LS completed an internal audit and walk around the school building to note and log all areas requiring work (the hall will require a complete overhaul, however, the area for the reception pupils will not be part of this planned decoration).</p> <p>It was confirmed that when Soltech IT have completed all of the computer work in each class, the Site Manager will be able to touch up any areas of concern. The staff community will be informed that blu-tac will not be used on the walls as this leaves marks and damages the paintwork. The contract will include 12 classrooms (main wall areas of traffic), stairwells and the hall. KW added that when visiting other schools recently, it has highlighted the need for further maintenance and will provide a fresh start for the academic year 2025-2026. The teaching community should feel proud of their school and the move to their new classrooms on non-pupil day.</p>	
1	<p><u>Decorate South West</u></p>	
2	<p><u>Ashley Rookes Painting & Decorating</u></p>	
3	<p><u>The Décor</u></p>	
4	<p><u>Hadleigh Decorators Limited</u></p> <p>The governing board noted that each quotation was very different but agreed to the contract being given to Decorate South West. The governing board agreed to the spend.</p> <p><u>Laptops</u></p> <p>Soltech IT are the contracted provider for all IT requirements. KW and LS spoke further of the service provided by Soltech IT. The managing director visited Montgomery Primary School and the support in place was discussed (considering the monthly fee in place). Both KW and LS were not happy with the response time to enquiries and the level of service provided. It was agreed that Soltech IT would be pro-active for Montgomery Primary School and a person would be on the school site for a visit every two weeks to deal with any IT issues and provide support where necessary.</p> <p>A full audit has been carried out and Soltech IT have proposed that 23 laptops require replacement. This will ensure that the computers used by the teaching staff can link with the white boards in the classes. It is proposed that the old laptops be re-purposed for supplying teaching and at least 15 will go to Joss Chappell (JC) for teaching pupils. Soltech IT are also looking to complete an audit on each classroom to ensure that all cabling is the same as well as trunking used, which will ultimately provide a consistent approach cross the school.</p>	

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	<p>£</p> <p>10,396.00 (laptop cost including 3 year warranty)</p> <p>1,785.50 (re-purpose cost for old laptops)</p> <p>The governing board agreed all of the above and confirmed that a consistent approach for Montgomery Primary School was required. The governing board agreed to the spend.</p> <p>LS was thanked for the time and effort taken to ensure that quotations were received for all of the above works.</p>		
14	<p>Policies</p> <p>Complaints Policy</p> <p>Lettings Policy</p>	<p>Terms of Reference</p> <p>D = Delegated</p> <p>R = Recommended</p>	GS/All
	<p>The policies were distributed according to the Terms of Reference for Montgomery Primary School. The policies were updated from model DCC policies. The policies were adopted by the full governing board. Whilst Montgomery Primary School do not let out the hall or premises at this time, the Lettings Policy covers the school for FISH Club and the Football Fun Factory.</p>		
15	<p>Equality Act</p> <p>The governing board all agreed that children, 'are seen' at Montgomery Primary School. The curriculum and assemblies held cover a wide variety of topics e.g., Black History, Pride and International Women's Day and the delivery and techniques used in assemblies is very important. The school is proud of its inclusive environment for the pupils, how language is used in school, along with the make-up of families in the community. There are various dolls in the reception setting for the children to play with and the doll's house has had further items added. This is also a reflection of the society we are living in and children are very aware.</p> <p>Further discussion ensued around the Year 6 pupils and the positive experiences they have had on their school journey, namely, 11 experiences before you are 11. KW added that the celebration evening will be highlighting all of the above for the school community. The governing board also spoke of the external opportunities for the children e.g., Rock Steady.</p> <p>The governing board noted the Ofsted Report, '<i>Pupils are polite and respectful to visitors and each other. Pupils have a strong understanding of British Values</i>'.</p> <p>Children also learn about democracy and become involved in voting for the school counsellors.</p> <p>The governing board noted that it is vitally important that the teachers know their children.</p>		KW

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16	<p>Evaluate PSHE – Personal, Social, Health and Economic Education</p> <p>The Heart of Monty Values are very important:-</p> <p>Determination Honesty Passion Respect Self Belief Teamwork</p> <p>The children gain an understanding of what learning can help them to achieve e.g., the Civic Award. The children take ownership of bake sales and raising funds for the chosen charity.</p> <p>How the culture within the school is spoken about is very important. The governing board added that the City of Exeter has also changed over the last 10 years.</p> <p>The use of AI will also be reviewed alongside this topic.</p> <p>The governing board spoke about the growth in child poverty and how Montgomery Primary School can help support the local community by offering the food donations (a delivery to the school on a weekly basis) and providing pre-loved school uniform.</p> <p><u>Evening of Celebration</u></p> <p>The event will be held on 16th July 2025 after the school day. Parents/carers will be invited to attend. This is a further opportunity for children across the school.</p>	KW
17	<p>Training Schedule</p> <p><u>Climate and Sustainability</u></p> <p>The governing board have received details relating to Climate and Sustainability. It was confirmed that the topic would be discussed in the next academic year.</p>	GS/All
18	<p>Montgomery Primary School</p> <p>The governing board acknowledged this meeting had been productive and effective.</p>	All

The meeting closed at: 7.24 pm

Detail of next meeting			
Date/Time	14 th July 2025	Location	Montgomery Primary School