



The Governing Board of Montgomery Primary School Meeting

Meeting							
Date	24 th February 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

Absent without apology	Initials
Mark Richardson	MR

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 full governing board to the meeting. Apologies were not received from Mark Richardson (a telephone call was made to try to ascertain the reason for the absence). Both SW and JC joined the meeting via Microsoft Teams. The meeting commenced at 5.09 pm and was quorate. Following Points 1, 2, 3 and 4 the meeting was directed to Point 15 Financials for Montgomery Primary School. SW and JC left the meeting at 5.23 pm.</p> <p>The meeting moved to confidential minutes at 6.20 pm and returned to the main FGB at 6.32 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>25th November 2024</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

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4	<p>Matters Arising</p> <p><u>Pen Portraits</u></p> <p>The pen portraits have been completed. The complete set has been mounted and put on display in the entrance area to the school. A further set has been put up in the work room as well as uploaded to the school website (a button on the governor page).</p> <p><u>Term Dates for 2026-2027 and 2027-2028</u></p> <p>A discussion ensued relating to the polling day (May) in the school academic year. The school has to close due to the safeguarding of the children as well as entry gates being open on the day. Historically, conversations have been held and challenged to try and change the school being used as a polling station, however, the council have advised there are no other facilities available. KW provided an overview of both academic years and how the weeks fall throughout having placed the non-pupil and occasional days.</p> <p>The governing board agreed the following:-</p> <p>2026-2027</p> <p>A non-pupil day will be used for the polling day in May.</p> <p>2027-2028</p> <p>Unfortunately, the polling day will be an extra day off in May.</p> <p>Furthermore, the governing board agreed that in recent years the proposal of the academic calendar has always tried to accommodate the polling day by using non-pupil days.</p>	SWe/All
5	<p>Clerks Report</p> <p>The weekly alert has continued to be distributed to the governing board. KW spoke about the new Ofsted report cards and requested that the governing board read all documentation relating to the proposals and complete the survey.</p> <p>The governing board spoke about recent articles relating to wrap-around care. The government's aim is to help parents access more childcare and work the hours they want. There will be expectations placed on the school. How could this be managed? It was agreed by all those present that this discussion would continue at the next meeting.</p> <p>The updated Terms of Reference for Finance have been updated and uploaded to the school website.</p> <p>The governing board were informed that JC is the Union Representative in school. Any discussions or arrangements for the school will need to be considered for conflict of interest dependent on the circumstances at the time. It should be noted that:-</p> <p><i>'Staff governors act as any other governor does. They are there to operate and make decisions in the best interest of their school, not their own or other staff interests'</i></p> <p>Following the FGB meeting held on 27th November 2024, communication was forwarded to thank the staff for all they do.</p>	HD/All

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	<p>When the formal report has been received relating to Ofsted, further correspondence will be drafted to forward to the staff and the community from the governing board.</p> <p>The governing board spoke about succession planning. It was noted that GS would step down from her role as a governor at the end of the academic year. Preparations would be made to fill the parent governor vacancy for 2025-2026.</p>		
6	<p>Diversity of the Montgomery Primary School Board</p> <p>The corrected document is now available on the school website (a button on the governor page).</p>		SWe
7	<p>School Improvement Plan</p> <p>Please note in conjunction with Points 8 and 9.</p>		KW
8	<p>School Monitoring</p> <p><u>English Monitoring</u></p> <p>A further visit is scheduled for English Monitoring – 13th March 2025 with VS. This will be an all day visit.</p> <p><u>Art and Maths</u></p> <p>The above subjects were monitored as part of the Ofsted visit. There will be no further monitoring this half term.</p> <p><u>Music Monitoring</u></p> <p>RB attended the Music Monitoring. The children were enthusiastic whilst learning about rhythm – did the children understand rhythm? Yes. The children were also able to talk about musical instruments. RB enjoyed the visit to school.</p> <p>The monitoring calendar will be forwarded to the governing board as a refresh.</p>		KW/All
9	<p>Visits to School</p>		KW/All
	<p><u>Date of Visit</u></p> <p>27/01/2025 28/01/2025 and 29/01/2025</p>	<p><u>Details of Visit</u></p> <p>Preparation for Ofsted visit Ofsted visit</p>	<p>All All</p>
10	<p>Headteacher Report</p> <p><u>Admissions for September 2025</u></p> <p>There have been a total of 83 first choice applications and it is understood that the primary schools in the area have dropped in applications. Montgomery Primary School have never had to turn away pupils before. KW will offer tours of the school again in readiness for the next academic year.</p> <p><u>Visit Julie Stevens 20/01/2025</u></p> <p>JS visited MPS prior to the Ofsted visit. The governing board were asked if the process had been valuable? Yes. JS has been involved in all aspects of the school and involved with deep dives with staff prior to the Ofsted visit. KW will be visiting another school and looking to complete peer reviews.</p>		KW

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Devon Funding Consultation

KW attended the consultation and noted a deprivation of services which the council are working to improve.

Fire drill

The fire drill was completed and successful. It was noted that the staff will soon be using the sign-in app rather than the board which will be used as part of the fire drill procedure.

Mid-year appraisals for staff will be held over the next two weeks.

Ofsted visit 28th January 2025

KW will prepare an overview from the Ofsted visit – it is felt this is needed for the staff to have a thorough breakdown of the visit and content. The school is secure and strong. The feedback from the parent survey was positive.

The governing board spoke further about the visit and challenged KW - moving forward, how will the school and staff team maintain the standards which are in place?

KW spoke about the clear expectations discussed with staff following the Ofsted visit and advised that the staff had had two staff meetings following the visit and the remainder meeting times were given to allow for preparation for the next half term.

KW outlined the following:-

Planning

Continue to plan in the same way following the clear progress documents and curriculum plans that are in place. Timetables to remain as structured and tight.

Monitoring

The monitoring calendar will follow the same structure as it has for the last 3 years. This will enable the rigour, for all subjects to remain a priority and for staff to champion their subject and ensure that high standards are continued.

Books

The standard of books will remain to be a focus. Strong focus upon presentation, underlining and dates (ensuring the marking policy is followed).

Assessments

All assessments in place to continue. Data drops to follow the current timings. Pupil progress meetings termly. Data reviews by all subject leads and SLT termly and responded to.

Environment

Clear expectations for classroom boards given to all staff to ensure consistency across the whole school. This will ensure displays are purposeful and used and environments are not over stimulating but contain the necessities.

Behaviour

Behaviour policy expectations reiterated. All staff to follow this and ensure consistent approach across the school and for standards and expectations to remain high. Positive praise and a focus upon highlighting all of the children that are always setting the high standards and indicate strong examples of good behaviour.

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	<p>KW advised that Ofsted have been - nothing has or will change. All of the above and everything actioned and completed in school is what is done each and every day. This needs to continue as it ensures high standards in a purposeful environment and calm atmosphere. The only difference is the constant pressure of Ofsted has been removed.</p> <p>KW advised of the continued need to champion the subject leads and re-focus on positive noticing within the school – celebrate this. The subject leads will also look to reward pupils and invite their parents to an evening of celebration. The governing board will also be invited.</p> <p>With all of the above in mind, SWe spoke about the challenges faced by KW and the staff team and the insurance that their mental health is also of importance.</p>	
11	Headteacher Appraisal The Headteacher Appraisal has been re-scheduled for 24 th March 2025.	SWe
12	GDPR There is no update for this meeting.	JC/All
13	Safeguarding The sign-in system is active and each visitor is welcomed to MPS by completing the details on screen – red and green lanyards are used and visible in the school setting. The app is being used to sign in Aspens, Devon Norse and FISH staff. The governing board agreed that on each occasion they visit the school, Safeguarding is at the forefront. The Safeguarding Audit has been completed.	SW/All
14	Pupil Premium Spending & Impact The report has been prepared and uploaded to the school website - please view the key information button on the school website. An overview of the meeting with Julie Stevens (DCC) will be provided by SW at the meeting scheduled for March 2025.	SW
15	Financials for Montgomery Primary School <u>Touchscreens</u> A hardware quotation has been received from Soltech IT relating to the purchase of 6 Education Interactive Screens:- Reception 1 Year 4 2 Year 5 2 Year 6 1 The total price excluding VAT is £13,394.00. The governing board discussed that the children had spoken of visibility in the classroom to Ofsted and all those present agreed the purchase should go ahead. The purchase will continue to aid teaching in the classrooms and will form part of a rolling programme of requirements.	KW/LS

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	<u>Bromcom</u> The SIMS migration has been actioned and the new Bromcom system has been in place from the beginning of February 2025. There will be an overlap for the finance system (no system available from 31/01/2025 to 24/02/2025), however, the office team are now working with Bromcom for attendance and pupil data. This is a huge undertaking for the office team with in excess of 12 hours of training required. The governing board thanked LS and the office team for their endeavours in this transition.		
16	School Improvement for Montgomery Primary School LS provided a report relating to the work in progress. The governing board spoke about the contract with Schneider relating to the BMS system in the plant room. A preliminary visit was booked for 20 th January 2025 and the works completed on site for the upgrade over the February half term. KW confirmed the actuators within the school (air flow) are now working which should improve the air quality. LS will be liaising and forwarding a complaint to the contractors who visited during the half term and assisted with the tree works. Unfortunately, the vehicles were driven on the school field and left heavy wheel tread marks.		KW/LS
17	SFVS The above is in hand. The SFVS documentation and previous report will be forwarded to LS with links to guidance. The Q card will be forwarded to the governing board to refresh. The item will be raised at the meeting held in March 2025.		SWe
18	Policies There are no policies for this meeting. However, DES have released an updated monitoring schedule which will be actioned.	Terms of Reference D = Delegated R = Recommended	SWe/All
19	Training Schedule Further training is scheduled in March 2025.		SWe/All
20	Montgomery Primary School The governing board agreed that whilst the planned meeting scheduled for 27 th January 2025 was postponed due to the Ofsted visit, this meeting has been extremely worthwhile to de-brief and agreed the full report and KW's overview would be welcome when received.		All

The meeting closed at: 6.40 pm

Detail of next meeting			
Date/Time	24 th March 2025	Location	Montgomery Primary School