



# The Governing Board of Montgomery Primary School Meeting

Meeting							
Date	25 <sup>th</sup> November 2024	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
Mark Richardson	MR	LA

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><b>Welcome and apologies</b></p> <p>SWe welcomed the full governing board and Lisa Shepherd (LS) and Sarah Creedy (DCC) to the meeting. Apologies were received from Mark Richardson. The remaining members of the governing board accepted the apologies. The meeting commenced at 5.08 pm and was quorate. Following Points 1 and 2, the meeting was directed to Point 13 Financials for Montgomery Primary School. LS and SC were thanked for their time and input and left the meeting at 5.37 pm, at which point there was a comfort break. The meeting resumed at 5.43 pm continuing with Point 3 on the agenda.</p> <p>The meeting moved to confidential minutes at 6.30 pm and returned to the main FGB at 6.32 pm and again at 7.22 pm, returning to the main FGB at 7.30 pm.</p>	SWe
2	<p><b>Attendance &amp; Business/Pecuniary Interest Register</b></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><b>Approval of minutes FGB</b></p> <p><u>14<sup>th</sup> October 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><b>Matters Arising</b></p> <p>The pen portraits have been completed. The complete set will be mounted and put on display in the entrance area to the school. A further set will be put up in the work room as well as uploaded to the school website.</p>	SWe
5	<p><b>Clerks Report</b></p> <p>The weekly alerts have continued to be distributed to the governing board. Items raised have also been mentioned in the Headteacher Report. The governing board agreed that if an item is explored it should be fed back to the meeting and minuted. This was agreed. The weekly alert is seen as a valuable and informative weekly newsletter.</p> <p>The minutes document abbreviations, however, the governing board will be sent a glossary for their records which details A – Z from Devon Education Services.</p> <p>The governing board viewed the application form which has been devised. This will be forwarded to any new members as part of the new governor process and will be key to assisting with the skills audit. The governing board all agreed that the skills audit will take place in 2025.</p> <p>The Performance &amp; Pay Meeting was held on 14<sup>th</sup> October 2024 and LS has been notified of the outcome.</p> <p>At the FGB meeting held on 16<sup>th</sup> September 2024, it was minuted that the Finance Terms of Reference governing board in its entirety will minute financial decisions relating to the school financials. However, KW requested that a Finance Lead be named in order that Point 1, Page 7, Clear Limits of Delegated Authority of the Finance Policy could be followed:-</p> <p>‘1. <i>The Governors have overall responsibility for securing the efficient and effective administration of the school and its resources. Accordingly, the Governors regard proper control of the school's financial management as being of the utmost importance.</i></p> <p>a) <i>to a Governor with Finance Role to authorise spending up to the sum of £7,000 or 1% of the budget, on any one order subject to the necessary budget provision being available. Beyond this level the approval of the full Governing Body will be required.</i></p> <p>The governing board agreed. The Terms of Reference will be amended and this will allow for the parameters to be instigated.</p> <p>A discussion ensued by all those present relating to the strategy of Montgomery Primary School. At the end of each meeting, the governing board are asked to reflect on the impact of the meeting – KW offered that the governing board could reflect on how the meeting has related to the school strategy? Perhaps a one-off meeting be held to discuss the topic?</p>	HD/All

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	<p>The governing board agreed that all of the reading material available, both on the website and previously distributed is very useful. The document relating to, 'Responsibilities for governing bodies and schools in relation to Early Career Teachers' was forwarded to the governing board on 21/10/2024.</p> <p>It was agreed that a group discussion would take place relating to each point on the agenda. The governing board also understood that they had to be mindful of the cross-over to operational.</p> <p>It was confirmed that whilst the Agenda will be forwarded to the governing board on a Monday prior to the FGB meeting, if able, the Headteacher Report would be sent earlier to enable the board members to have two weekends to digest the content.</p> <p>Minutes of the FGB meetings have been printed and passed to KW for the internal Ofsted file.</p>	
6	<p><b>Diversity of the Montgomery Primary School Board</b></p> <p>The diversity survey has been completed and the template provided by DES will be uploaded to the school website.</p>	SWe
7	<p><b>School Improvement Plan</b></p> <p>In conjunction with Points 8 and 9</p>	KW
8	<p><b>School Monitoring</b></p> <p>As detailed in Point 9.</p> <p>SWe attended the History monitoring accompanied by MR (to obtain first hand a monitoring session) and advised the governing board that the pupil voice was exemplary. The pupils showed maturity and the move from KS1 to KS2 could be, 'seen'. The pupils were eager, enthusiastic, passionate and keen to share.</p> <p>GS attended MFL monitoring and lesson observations for Years 4 and 5. GS acknowledged that there were comparisons from the visit last year – the children were engaged, pronunciation was much improved and the learning could be seen to have increased.</p> <p>GS attended Art monitoring which continues to develop and can be seen as consistent among the classes and year groups.</p> <p>GS attended a meeting relating to Pupil Premium and regular testing systems demonstrate pupil progress, however, the attainment gap still remains. The breakfast club has made improvements relating to the attendance.</p> <p>ST will liaise with the subject lead for Science (Rebecca Hayward) and gain an overview of the topic and visit school to appraise the pupil books.</p> <p>GS noted that improvement can be seen within the school and the cycle and systems in place are embedded. All those present agreed the value of observing this when visiting the school for monitoring purposes – the visits are extremely worthwhile for all governors.</p>	KW/All

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	<p>Furthermore, all those present noted that when visits have been made, the pupils are very well behaved and whilst there is occasion for challenging behaviour, this stems from the hard work of staff to reinforce the values within school, and ensuring consistency. An example was provided that if the children have a, 'buzz' when they are moving around the school whether this be for an assembly or lining up to go outside, it should only take a word from any teacher to ensure continued calm. The teaching and staff community as a whole work together.</p> <p>Positive feedback has been received from visitors from outside of school e.g., teaching supply.</p>		
9	<b>Visits to School</b>		KW/All
	<p><u>Date of Visit</u> 17/10/2024 13/11/2024 13/11/2024 20/11/2024 02/12/2025</p>	<p><u>Details of Visit</u> Meeting with VS (Reading and Phonics) History Monitoring History Monitoring Spanish Monitoring Music Monitoring  Christmas performances</p>	<p>RB SWe MR GS RB</p>
10	<p><b>Headteacher Report</b></p> <p>The report was forwarded prior to the meeting. The document itself was lengthy and detailed. There were no questions for KW ahead of the meeting, however, there was feedback relating to the recent visits to school and the involvement with monitoring (see Point 9).</p> <p><u>Attendance at Montgomery Primary School</u> KW spoke to the governing board relating to attendance and invited HD to expand on the subject.</p> <p>Attendance data is provided at each FGB meeting and contains the following information:-</p> <p>Pupils on roll (also broken into year group) Attendance percentage to the date of the FGB Attendance percentage (comparison for the previous year) Pupils on roll EAL Pupils on roll FSM Pupils on roll PP Pupils on roll SEN Status</p> <p>The data relating to EAL, FSM, PP and SEN Status is shown as pupil numbers and a percentage for the school (this assists with comparison information when reviewing national data).</p> <p>An overview was provided to the governing board of daily protocol.</p>		KW/All

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The importance of the start of the school day, the importance of parental engagement, ways in which contact can be made to inform the school of any pupil absence and the protocols if a pupil is not accounted for, as well as the timelines (working tightly to 9.30 am). The pupils in Year 6 and Year 5 are closely monitored at the start of each day due to some walking to school on their own.

All of the details can be found in the School Attendance Policy.

Reports are provided to KW and the SLT relating to weekly, monthly and half termly data. Data is provided to the class teachers e.g., a half termly report relating to pupil data of less than 95% attendance.

Attendance is monitored on a daily and weekly basis. Information is gathered relating to absence and illness from school, broken weeks, patterns in absence, those children who arrive late to school and those pupils who have been absent for a family holiday (a report was completed for KW relating to absence from school for a holiday and how this impacted the monthly attendance data in 2023-2024).

The Attendance Toolkit, released, has a foreword by Rob Tarn, CBE, National Attendance Ambassador and CEO of Northern Education Trust. The toolkit is seeking to tackle absence and has resources to aid schools. The content of the toolkit is currently being digested and will certainly aid with attendance monitoring.

### Devon Funding Consultation

Devon Funding Consultation (see Weekly Alert 10) – the dates have been noted and KW will attend.

### Admissions for September 2025

The tours of the school have been taking place on a Tuesday and Wednesday morning at 9.30 am. The details have been on the school website and the take-up has been positive. The families are supportive of the school. There are also children who attend the nursery setting who will progress to Reception.

### Parents Evenings

KW advised the support from parents was very strong. Families who do not make an appointment are noted and contact made to enquire if another suitable time can be set up.

### Pupil Premium

The pupil premium numbers in school are provided to the governing board at each meeting. However, KW updated that whilst each child historically would have an individual learning plan, due to the increase in numbers a whole school approach has been devised.

The spreadsheet has been set up in conjunction with the PP lead, SW, and is broken down into class and notes the pupil need, has there been positive noticing, has the teacher touched base with the child on a given day? All of the information is reviewed prior to looking at targets academically for the pupil. KW added that teachers were provided with time on the inset day to map out their spreadsheets and write-up details.

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	<p>Julie Stevens will be visiting the school in January 2025 to look at triangulating the evidence with SW.</p> <p><u>OAIP (Ordinarily Available Inclusive Practice)</u></p> <p>The above is a classroom guide to support all teaching and learning staff. This includes prompts and strategies. This will be available for all children and will be discussed at the staff meeting to be held on Wednesday 27<sup>th</sup> October 2024. OAIP will also link to adaptive training.</p> <p><u>Filtering &amp; Monitoring</u></p> <p>On a recent weekly alert it was noted that some schools do not have the systems fully in place and operational. KW informed the governing board that on each Friday a report is received which outlines any searches on school hardware which relate to pornography, drugs, betting, AI imagery etc. At this time, KW will speak with the member of staff and approach the subject of the search. This is logged on a report. It is also important for KW to be aware of the wellbeing of the staff community.</p> <p><u>General</u></p> <p>KW provided an update relating to ELAT (Exeter Academy Learning Trust) and Rachel Shaw is no longer the Chief Executive. There is uncertainty at this time relating to the local primary schools and how they will be affected. There are also changes at DCC with a new Head of Education and Ofsted have recently visited.</p> <p><u>Ofsted</u></p> <p>As discussed at the meeting held on 14<sup>th</sup> October 2024, Point 17, KW has prepared a file and a schedule should a call be received from Ofsted. The governing board were informed that a meeting will be held at 7.00 pm to run through any questions or queries relating to the visit.</p> <p><u>Visit by Julie Stevens (JS) DCC</u></p> <p>JS visited the school today and met with Vicki Simms (VS) reading, recording and assessment, Laura Stewart (LS), leading in Maths, Joss Chappell (JC) for Computing, EE (SEND) and IB, SLT team.</p> <p>All of the above were commended for their growth and quality of knowledge and JS was impressed with the time shared.</p> <p>Rosie Brown (RB) will continue the trial for multiplications with the Year 5 cohort. At the beginning of the academic year, some pupils were getting 3 out of a score of 25. However, children are now getting much higher scores. RB will roll this out to Year 4 next, and then Year 3.</p> <p>The governing board spoke of the wellbeing of KW and the responsibilities which come with the role of Headteacher. At this time, KW is grateful for the continued support of the staff community and the governing board.</p>	
11	<p><b>GDPR</b></p> <p>No further update for this meeting.</p>	JC/All

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12	<p><b>Safeguarding</b></p> <p>The sign-in system has been installed (confirmed by LS). The costings for the sign-in app are £2 k with an ongoing annual fee of £350. The system is currently being tested and it is anticipated to go live very soon with staff following in December 2024 (there is work required to ensure that staff ID badges are in sync with the system).</p>	SW/All
13	<p><b>Financials for Montgomery Primary School</b></p> <p>The financials were forwarded to the governing board in advance of the meeting and LS provided an overview at the meeting of maintenance works in progress and those completed. LS and SM have gone through each heading and figure line by line in order that LS has a thorough understanding and overview of the financials for Montgomery Primary School. The budgets also show updates relating to the announcements in the Summer holidays (check wording for the grants). The financials also show an increase in the nursery income (£52 k) for the period. The governing board agreed it was positive to hear the setting is doing so well.</p> <p>The financials show that there are monies being used to ensure works are completed within the school to ensure compliance e.g., the emergency lighting (as detailed in the overview provided).</p> <p>The governing board spoke about national insurance and how this will affect the school financials moving forward. SC confirmed there would be an announcement in April 2025 and it will be at this time where the findings can be added. At this time, the pensions are included in the financials. SC advised the governing board there is confidence in the figures provided. Percentage increases have been allowed for.</p> <p>KW was invited to attend a meeting (weekly alert) but was advised there was no need to having spoken with Julie Stevens.</p> <p>LS provided an update to the governing board relating to the pupils participating in swimming. Unfortunately, Exeter School were not able to provide a minibus for transport or a swimming instructor for the academic year 2024-2025. Therefore, other options were investigated and the school has now opted to employ a casual member of staff who can teach and assist with the driving to the lessons.</p> <p>LS reported that the weather conditions have brought down one tree in the school grounds. Calls have been made to the insurance companies and LS is speaking with Teign Trees. The Health &amp; Safety representative will also visit to assess the situation and further discussions will take place with regard to how best the large beech tree can be used – possibly a natural trim trail, or log seats. The sail in the Memorial Garden has also ripped. The company have confirmed they will remove and replace.</p> <p>The Site Manager is investigating if there are other companies available who can look at the automatic door systems in school. Currently, the provider is Geze but having had an issue with the lunch hall doors and the other automatic doors showing their age, it is felt this needs to be actioned.</p> <p>Historically, there have been foxes on the school site. KW added that with the introduction of Ledley and the opening of the Memorial Garden the foxes have not been seen recently.</p>	LS



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	<p>The mounds have also been filled in but checks will be made by the Site Manager to ensure the areas are safe.</p> <p>LS also reported that further fencing will be installed in the nursery setting outside space to ensure the safety of the children.</p> <p><u>For information purposes:-</u></p> <p><b>PE &amp; Sport Premium Funding</b> Budget £19,160</p> <p>Spend £19,935</p> <p>The above information is available on the school website. The difference of £235 was covered by the school budget. No further action at this time.</p> <p><b>Pupil Premium Spending &amp; Impact</b> The above information is available on the school website. The further report deadline is 31<sup>st</sup> December 2024 and SW confirmed this will be actioned prior to the end of term. SW will liaise with KW and report back at the next FGB.</p>	
14	<p><b>School Improvement for Montgomery Primary School</b> An overview of the current work in progress (in conjunction with Point 14) was provided by LS.</p>	LS
15	<p><b>Policies</b> The policies were distributed according to the Terms of Reference for Montgomery Primary School. The policies were discussed and there were no amendments.</p>	SWe/All
	<p><u>Admissions Policy</u> As detailed in the FGB meeting 25<sup>th</sup> October 2024, the details of the consultation were added to a school newsletter for the community.</p> <p><u>Finance Policy</u> (review ToR Point 5) This will be actioned.</p> <p>Freedom of Information Outdoor Education Visits Policy Pandemic Policy Pay Policy Privacy Notices Virtual Attendance Policy</p> <p>The Pandemic Policy and Virtual Attendance Policy have not been adopted. KW informed the governing board that there is no longer a model Pandemic Policy available from DCC. The Virtual Attendance Policy will be re-visited in the New Year. In the first instance, HD will review the content provided by Devon Education Services. The policies were adopted by the full governing board.</p>	



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16	<p><b>Training Schedule</b></p> <p>The training schedule is on the school website. The Clerk will review the training available and confirm bookings with the governing board. It was noted that should a governor attend any training, or wish to attend any training which is available, please do inform the Clerk in order that it can be booked.</p>	SWe
17	<p><b>Montgomery Primary School</b></p> <p>The governing board all agreed this meeting was productive and extremely worthwhile. The reports provided were informative and detailed.</p> <p>The governing board celebrated the teachers, their achievements and workshops including the Art Workshop and Sculpture Trail (Miss Pratt), the School Choir (Mr Gill), the completion of the foundation level of the International School Award (Mrs Raynor) and the sporting achievements lead by Mr Holding and Miss Harris.</p> <p>The governing board wished to express their sincere thanks and gratitude and acknowledge the support of the staff community and FoMS for making this all happen for the pupils at Montgomery Primary School, as well as the local community.</p>	All

The meeting closed at: 7.32 pm

Detail of next meeting			
Date/Time	27 <sup>th</sup> January 2025	Location	Montgomery Primary School