

# WESTGATE PRIMARY SCHOOL

## MINUTES OF THE PUPIL SUPPORT COMMITTEE MEETING HELD ON WEDNESDAY 25<sup>TH</sup> NOVEMBER 2015:

### Present:

Jane O’Kane, Rob Wilks, Andrew Ross, Anne Hodgson, Daniel Hackney & Helen Carpenter.

### ACTION

1	<b>Apologies:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
2	<b>Minutes &amp; Matters Arising :</b> <ul style="list-style-type: none"> <li>• The minutes were approved at the full governing body meeting.</li> <li>• Helen Carpenter (HC) led twilight meeting last week on Developing Mastery (50 attendees) at which the maths pedagogy and practice course was promoted. This course will now take place in the Spring term.</li> <li>• Jane O’Kane &amp; Andrew Ross are to come in and observe maths for information purposes– Thursday 14<sup>th</sup> January 2016</li> </ul>	JO’K/ AR/ JHat
3	<b>Pupil Progress &amp; Target Setting:</b> <ul style="list-style-type: none"> <li>• Used InCAS as tool to identify issues and strengths in learning and in attitudes to learning. Finer grained than just “maths” and “reading”. Used too to inform interventions.</li> <li>• In progress meetings, teachers have identified children at risk or not reaching the expected standard by the end of the academic year and the specific points they need to improve on have been identified and also tied into appraisal targets and success criteria. The discussions and targets have therefore been much more focused on learning needs rather than “levels” or data. Daniel Hackney presented RAISE data from last year. There are some dips at end of KS1 APS last year, expected based on cohort. School anticipates a rise again next year.</li> <li>• KS2: some pleasing results. Reading results were school’s best ever. Maths however was slightly disappointing (fewer L5+). School still faces some challenge in ensuring as many children as possible reach the expected standard in all of reading, writing &amp; maths combined.</li> <li>• It is unclear how RAISE will look next year with the demise of levels. It is expected to identify whether children are working at the expected standard for the end of the key stage but how data is to be presented in the report has not yet been finalised by the DfE.</li> </ul>	

4	<b>Chair's Meeting with DHT</b> <ul style="list-style-type: none"> <li>Jane O'Kane and Daniel Hackney had met with regard to Assessment and Standards. They agreed a new timetable for reporting to governors. It was suggested that creating summaries of school data at the end of the academic year and establishing a new meeting to report back to Governors in July would be helpful and the group agreed this was a sensible way forward.</li> <li>The chair introduced a new format to record any Governor's visit to School. A folder has been created on the VLE to collate these records in one place.</li> </ul>	All governors
5	<b>SEND Governor Update:</b> <ul style="list-style-type: none"> <li>The SEN governor &amp; Marie Colannino, the new SENCo, have met. Her SENCO training is going well as she learns about Leeds-based systems (she was previously SENCo in Bradford). She is working on provision mapping and also on linking pupil passports with learning passports to provide an integrated record of need, support and progress. She has been getting to know pupils and their needs and supporting teachers &amp; non-teaching staff. Overall she has made a great start at Westgate and the head teacher is very pleased with the appointment.</li> </ul>	
6	<b>Child Protection Governor Update:</b> <ul style="list-style-type: none"> <li>HC reported on behalf of the Child Protection Governor who is currently incapacitated, outlining the level of current Child Protection concern in school.</li> </ul>	
7	<b>Lesson Observations:</b> <ul style="list-style-type: none"> <li>The head teacher has a schedule of lesson observations for this half term, focused on giving all teachers developmental feedback to support the development of teaching for mastery as part of the England- Shanghai DfE project. Observations are nearly complete and have highlighted many strengths across school as well as development points.</li> </ul>	
8	<b>Care &amp; Control Policy:</b> <ul style="list-style-type: none"> <li>Review postponed to next meeting</li> </ul>	HC
9	<b>Curriculum (Learning/Teaching Policy):</b> <ul style="list-style-type: none"> <li>Adopted with minor updates. The Curriculum and Enrichment TLR post to look at long term monitoring this year.</li> </ul>	
10	<b>Marking &amp; Feedback Policy:</b> <ul style="list-style-type: none"> <li>Since this policy was written, school has developed the way</li> </ul>	

	Learning Questions are shared with children and this needs to be reflected in the policy. DH to discuss this with staff and bring changes to next meeting. The committee therefore recommends delaying the re-adoption of the policy.	DH
11	<b>Safeguarding Supervision Policy:</b> <ul style="list-style-type: none"> <li>Group supervision is carried out between the designated teachers. However it is important that this process is formally recorded. HC already carrying out supervision for the Children's Centre manager.</li> <li>The Policy was therefore adopted.</li> </ul>	HC
12	<b>Any Other Business:</b> <ul style="list-style-type: none"> <li>Joanne Hattersley to attend next meeting as maths subject leader to provide an update on developments in this subject.</li> </ul>	HC/ JHat
13	<b>Date for Next Meeting:</b> <ul style="list-style-type: none"> <li>Wednesday 10<sup>th</sup> February 2016 at 6pm.</li> </ul>	