

WESTGATE PRIMARY SCHOOL

MINUTES OF THE PUPIL SUPPORT COMMITTEE MEETING HELD ON WEDNESDAY 16TH OCTOBER 2019

Present: Jane O’Kane- chair (JOK), Helen Carpenter (HC), Vicky Mirfield (VM), Rob Wilks (RW), Anne Hodgson (AH)

Apologies: None

Minutes: Rob Wilks

Item	Minutes	Action
1	<p>Minutes & Matters Arising</p> <ul style="list-style-type: none"> Minutes from meeting held 20/06/19 were agreed at last full governing body meeting. Home- School agreement – emailed to all stakeholders this term. Diarised for every September going forward. Cluster Partnership – New plan created and passed by the group, including financial plan. Discussed at Cluster Steering Group on 07/10/19, attended by Rob Wilks & Helen Carpenter. Stonewall Action Plan: this has informed 3rd strand of the SIP this year. An Investing in Children Membership award has been for the Family of Schools, based on Pupil Voice forums to promote and embed the FOS Equality & Diversity Charter. Along with all other schools, Westgate submitted a summary of their actions prior to the pupils meeting in July. Three Westgate pupils attended the meeting. 	
2	<p>Policy Reviews</p> <p>Leeds Admissions Policy 2020-21 Primary Phase</p> <ul style="list-style-type: none"> Governors read the policy, which is applied automatically to all LA-maintained primary schools. <p>Safeguarding & Child Protection Policy</p> <ul style="list-style-type: none"> The Leeds model policy was adopted after brief discussion. To be reviewed annually (October 2020). <p>Anti-Bullying Policy</p> <ul style="list-style-type: none"> The policy has been extensively updated, based on a model policy from Stonewall. Governors discussed the changes and the policy was approved. One sentence was edited for clarification. This policy review relates to SIP strand 3. The policy is to be reviewed on a three-yearly basis: next review October 2022. Work will now begin on a child-friendly version of the policy. <p>Pupil Premium Spending Strategy</p> <ul style="list-style-type: none"> Governors reviewed the plan for 2018/19. The strategy for 2019-20 is in development, due to outcomes data not being available at the start of the academic year. It was acknowledged that the complex needs of many of the PP cohort has meant that closing of the gap has not been seen. Further thought around how to identify, target and evaluate improvement will go into the new plan. The new plan will be brought to the next committee meeting. <p>E-Safety Policy</p> <ul style="list-style-type: none"> The e-Safety Officer (HC) and e-Safety Governor will meet at 17:40 before the next Pupil Support meeting (10/02/20). E-Safety training for staff will be scheduled later this year in staff meetings. 	<p>HC/ JHat</p> <p>HC</p> <p>HC/ RW HC</p> <p>RW</p>

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	<ul style="list-style-type: none"> Rob Wilks agreed to provide an e-Safety training briefing for governors later this year. In the summer term an e-Safety working group will be established to review the policy for September 2020. The policy was approved and will be reviewed annually (October 2020). <p>Acceptable Use of IT Policy</p> <ul style="list-style-type: none"> Governors looked at the form and procedure for sharing the acceptable use agreements. A governor suggested it would be helpful to have a discussion with the school's ISP about filtering, browsing history and reporting and also consult the FOS about their needs. To consider arranging for FOS training on these matters. It was recommended that a pupil test account should be set up for training and testing purposes. The policy was approved and will be reviewed annually (October 2020). <p>Governor Visits to School Policy</p> <ul style="list-style-type: none"> The policy was reviewed and approved without amendment. To be reviewed annually (October 2020). <p>British Values Statement</p> <ul style="list-style-type: none"> This statement was drawn up in July to capture last year's focus in the SIP. The statement was approved, to be reviewed on three year cycle (October 2022). <p>There was a short discussion about the managing medical conditions and medicines policy, after some information circulated by another governor. The safeguarding governor has checked the material circulated against school's current policy and concluded that the Westgate policy covered all the points raised.</p>	<p>HC</p> <p>HC</p> <p>HC</p>
3	<p>General Business</p> <p>Agree Terms of Reference</p> <ul style="list-style-type: none"> Agreed at Governor business meeting on 19/09/19. <p>Letter received concerning school uniform policy</p> <ul style="list-style-type: none"> A parent has written to governors to query the current school policy and to ask governors to consider allowing children to wear red shoes and boots all year round. A discussion ensued about the desirability of this change. HC gave further background information that the original policy of only black shoes had been amended about 10 years ago to allow red or white summer sandals or shoes, due to the difficulty of finding these in black. Governors at the committee were in unanimous agreement that there would not be a change in the policy. They felt that the current policy helped pupils to be ready for secondary school and the workplace. Comments were also made that Westgate's uniform as it stood gave children a very smart appearance. The chair of the committee agree to give a written response to the parent outlining governors' thoughts on the matter. <p>Aim 3 of SIP</p> <ul style="list-style-type: none"> How is the pupils' understanding of homophobic language being supported? Y3 will be leading an assembly in Anti-Bullying week which will be address this aspect of bullying, among others. New assembly themes through the year also address prejudice and discrimination. A pupil friendly version of the anti-bullying policy will be produced this year, following on from today's policy approval. <p>Aim 4 of SIP</p>	<p>J'OK</p> <p>JHat</p>

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	<ul style="list-style-type: none"> • HC shared the proposed plans for the EYFS outside area, and actions taken to apply for an Awards for All grant, to enable this project to go ahead in full. • Gardening spaces in the EYFS have been weeded and tidied and gardening is now taking place every week. <p>SEND update</p> <ul style="list-style-type: none"> • There are currently 4 children with EHCPs on roll. One girl in Y6 left last year but then one child in Y4 has just been granted one so the numbers remain steady. However we are just about to admit a 5th child with an EHCP into Y3. Westgate was consulted by a school in Bradford who said that they could no longer meet his needs. Staff (SENCo, lead autism practitioner, head teacher) visited the school and met the little boy in question and felt that there was nothing in his EHCP or provision that we weren't already providing so Westgate agreed that school could meet his needs. • There seems to be an issue with getting EHCP's back after Annual Reviews. The SENCo is currently waiting for 2 EHCP's which were reviewed over 10 months ago. • Once the new Y3 pupils start we will be at 11 funded children with a 12th currently being applied for in Nursery. • The SENCo has submitted applications for 3 of these children for continued FFI support which we will hear about in January. For 2 of these she has requested a lower level of funding (Tier 1) as over their time at school their level of need no longer meets the criteria for Tier 2. • There is a further FFI application in November for continued funding for a little boy in Reception. • The work on Learning Environments is continuing and seems to be having a real impact as governors may have seen in the classrooms. They are significantly more stripped back and therefore more accessible to the children. The staff has felt a real calm atmosphere around the school since September. <p>Child Protection/ Safeguarding update</p> <ul style="list-style-type: none"> • School has received 2 domestic violence notifications this term. A governor asked about this procedure. HC explained that school receives a phone call the next working day about any DV incident at which a pupil is present. Governors were referred to the form in the Safeguarding policy's appendices. School then follows up with the pupils/ family as necessary to ensure pupils are appropriately supported. • School was scheduled to hold a joint EHCP and social care review for one pupil but the care review was cancelled. The EHCP review went ahead. • The Behaviour & Discipline policy is available on the school website. <p>School Council update</p> <ul style="list-style-type: none"> • Elections have taken place, minutes to follow at the next meeting. • An enlarged Eco-Team has also just been appointed. <p>School Meals update</p> <ul style="list-style-type: none"> • The head teacher confirmed that all school meal menus conform to DfE standards and that the packed lunch policy requires meals from home to comply with the same standards. <p>Equalities Review</p> <ul style="list-style-type: none"> • Governors briefly discussed looked after child status in school. • Pupils with EAL: governors discussed the progress of pupils in the early stages of acquiring English. 	

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	<ul style="list-style-type: none"> A medications review for medication held in school has just been completed by the senior administrator. <p>Safeguarding Issues:</p> <ul style="list-style-type: none"> Over the summer, two door release buttons were relocated to minimise the risk of a pupil absconding. <p>EYFS Statutory Requirements</p> <ul style="list-style-type: none"> The head teacher confirmed that the EYFS staffing ratios, level of qualification and paediatric first aid requirements are in line with the requirements of the EYFS, both in Nursery/ Reception and in WOOSH. <p>Cultural Development of Pupils</p> <ul style="list-style-type: none"> The head teacher gave examples of how school supports children's SMSC development, including: a music/ drama performance from Leeds International Piano Competition, visit to the Synagogue, whole school mini-project on Martin Luther King Jr as part of Black History Month. A different provider for PE is now enabling double the amount of specialist provision over the year. Helen Hooper has also liaised with Herd farm to arrange extra-curricular outdoor & adventurous activities in the coming months, free of charge. All staff received mindfulness training as part of a training day in September and are now incorporating mindfulness breaks as part of everyday class time. <p>Website Information Status Check</p> <ul style="list-style-type: none"> All up to date but a review to take place over half term. 	
4	<p>Governor visits</p> <ul style="list-style-type: none"> 19/11/2019 Safeguarding governor visit VM/ HC 14/11/2019 SIP aim 3 anti-bullying assembly / learning environments visit JO'K, AH 	
5	<p>AOB</p> <p>School Travel Plan</p> <ul style="list-style-type: none"> The school has been nominated for a Regional School Travel Award. HC will be attending the ceremony in York with Helen Hooper and 3 pupils next month. HC gave governors a brief update about the introduction of a School Dog one day a week and the impact it was having on pupils' wellbeing. <p>Date of next meeting:</p> <ul style="list-style-type: none"> Monday 10/02/2020 at 18:00 	