

## WESTGATE PRIMARY SCHOOL

### MINUTES OF THE PUPIL SUPPORT COMMITTEE MEETING HELD ON THURSDAY 11<sup>TH</sup> OCTOBER 2018

**Present:** Jane O'Kane- Chair (JO'K); Rob Wilks (RW); Vicky Mirfield (VM); Anne Hodgson (AH)  
Helen Carpenter (HC);

**Minutes:** Rob Wilks

Item	Minutes	Action
1	<p><b>Minutes &amp; Matters Arising</b></p> <ul style="list-style-type: none"><li>The minutes had been approved in the last governing body meeting.</li></ul> <p><b>Progress on Pupil attending Orchard Centre</b></p> <ul style="list-style-type: none"><li>By the end of the summer term the pupil was back in school full time. Transition to new year group started very well with week 1 very successful. This was followed by a week where significant intervention was needed by staff.</li><li>All staff have had Team Teach training in September 2018.</li><li>A calm room has been created and used for short periods of a time.</li><li>All physical interventions are recorded each time and use of the calm room has been recorded.</li><li>Excellent ongoing advice is being given by the Orchard Centre.</li><li>Some capital spend to be made on the calm room. Overall good progress is being made.</li></ul>	
2	<p><b>Policy Reviews</b></p> <p><b>Leeds Admission Policy 19/20 Primary Phase</b></p> <ul style="list-style-type: none"><li>Registers of pupils' admission and attendance are in place.</li><li>Policy was reviewed, the policy is set by Leeds. It was accepted by the committee.</li></ul> <p><b>Safeguarding and Child Protection Policy</b></p> <ul style="list-style-type: none"><li>Checked through by safeguarding governor, who has recently attended governor Safeguarding/ Child Protection training. Some follow up points are to be explored during her visits this year. The policy follows the Leeds model policy and it was agreed upon by the committee.</li><li>The policy will continue to be reviewed annually.</li></ul> <p><b>Pupil Premium Spending &amp; Strategy</b></p> <ul style="list-style-type: none"><li>Data was shared with the committee. Some of the year groups have very small numbers of pupils which made comparison year on year dependent on individual needs (eg EYFS, KS1).</li><li>KS2 data shows a real improvement for PP pupils and figures were favourable against National figures.</li><li>A question was asked about the effectiveness of intervention – all strategies have been successful this year and showed value for money. This year in KS1 PP outcomes are expected to improve. Of the 4 pupils who did not meet the expected standard in English in Y2, 3 are accessing 1stclass@writing, 1 is having support for fine motor skills, 1 is accessing inference intervention and 2 pupils are having support for handwriting. Intervention has clearly be planned for the pupils who have been identified as underachieving.</li></ul>	VM/ HC

	<ul style="list-style-type: none"> <li>• The draft document was uploaded for governors' information.</li> <li>• The completed document will be reviewed at full governors meeting.</li> <li>• The document should be revisited at each Pupil Support committee meeting.</li> </ul> <p><b>E-safety Policy / Acceptable use of IT</b></p> <ul style="list-style-type: none"> <li>• The two documents were looked at together and some cross-over was commented on. The Acceptable Use Policy (AUP) was questioned for whether it could be age appropriate – KS1 / KS2 / Adults, with short bullet point style points. It was explained that the AUP is discussed in classroom by teachers and pupils and then sent home to be discussed with parents. A separate agreement is in the policy for pupils and staff. This was seen as making the document accessible to all. The E-safety policy has been updated to ensure explicit reference to radicalisation and extremism, in light of the school improvement plan. Policy and AUP were both adopted.</li> <li>• Both policies to continue to be reviewed annually.</li> </ul> <p><b>Governor visits to school</b></p> <ul style="list-style-type: none"> <li>• The policy was discussed in detail last year and it was agreed that it was still fit for purpose.</li> <li>• The policy will continue to be reviewed annually.</li> </ul>	HC
3	<p><b>SEN Update</b></p> <ul style="list-style-type: none"> <li>• The SEN governor had spoken to the SENCo separately and gave the following update:</li> <li>• A pupil has joined KS2 from another local authority with an EHCP. He has settled well but staff are aware that this is likely to be a 'honeymoon period'.</li> <li>• See above for update re pupil who was attending the Orchard Centre.</li> <li>• The way interventions are recorded has been modified to help with efficient monitoring of progress. The presentation of this information to governors will remain the same, however.</li> <li>• A member SENIT (SEN Inclusion Team) has visited school to provide support/ advice for one pupil. The SENIT worker is returning to do some training with staff on assistive technology. iPads are proving very helpful in this regard.</li> </ul>	
4	<p><b>General Business</b></p> <p><b>Pupil Behaviour</b></p> <ul style="list-style-type: none"> <li>• The Behaviour and Discipline policy is in place and published on website.</li> <li>• This policy will be reviewed at the next meeting.</li> <li>• Staff have worked on updating this policy and the changes have been shared with parents and children.</li> <li>• The head teacher will upload a draft copy onto the website.</li> </ul> <p><b>School Council</b></p> <ul style="list-style-type: none"> <li>• Elections have been held and the meetings are just beginning with the new body of pupils.</li> </ul> <p><b>School meals</b></p> <ul style="list-style-type: none"> <li>• All lunches do comply to DfE food standards, including Nursery.</li> <li>• School Packed Lunch Policy remains in place and applies the same standards as those for school meals.</li> </ul> <p><b>Equalities review</b></p> <p><b>Provision for SEN pupils</b></p>	HC

- See item 3

### **Children Looked After**

- 1 looked after child. Social Worker has been into school who is very happy with the provision put in place.
- New outcomes are now due to be set by school for his Personal Education Plan (PEP).

### **BAME & EAL**

- School has very low numbers of pupils in both these groups.
- 1 pupil is in the early stages of acquiring English, whose receptive language is more advanced than her expressive language.

### **Children's Medical needs**

- There is a register of medical needs in the staff room and in each class register.
- All epi pens and inhalers in date.
- The school office has a system to record what medication is held and the expiry date.
- A question was raised about the location of the nearest defibrillator and the possibility of getting one in school. This is something which will be investigated.

### **Safeguarding, Child Protection, Prevent**

- All relevant documents (updated Safeguarding & CP, Keeping Children Safe in Education Part 1, Safer Working Practices) were distributed to all staff at the start of the academic year. Signatures to confirm they have read and understood these documents are now almost collected by staff.
- Some issues have emerged around a new pupil and inappropriate touching, which is being monitored closely and with a clear plan put in place.
- The head teacher attended refresher training on Early Help Plans this week.
- PREVENT scheme of work is being delivered to year 6.

### **Early Years Foundation Stage**

- School complies with the requirements of EYFS statutory guidance, including the requirement that a member of staff with a full and relevant level 3 qualification is present in any session for Nursery pupils. This includes at WOOSH and over the lunch break.
- First Aid procedures/ provision for EYFS were checked as part of the recent Ofsted inspection and were compliant.
- Two members of staff are attending paediatric First Aid training later this month.

### **SMSC/ Cultural Development**

- SMSC was recognised as having many strengths in our recent Ofsted inspection, but British Values was highlighted as an area for further development.
- British Values are being covered in PSHE, using the DfE guidelines – democracy, rule of law, respecting beliefs of others and individual liberty.
- A Staff meeting has been used to identify opportunities to teach BV more explicitly, using existing practices and events wherever possible.
- The head teacher, Music subject leader and Art & Design subject leader all attended an Artsmark development meeting and work is underway to work towards this, including drafting the school's initial 'Statement of Commitment'.

	<ul style="list-style-type: none"> <li>A theatre company, Mimika has visited school this half term and had a very high impact on all the pupils. They are booked to return for the following 2 academic years.</li> </ul> <p><b>Family of Schools/ Extended Services Cluster</b></p> <ul style="list-style-type: none"> <li>Any information with regards to Family of schools, cluster etc. EYFS training this term. Draft plan for the cluster is tabled. Writing portfolios to be a focus next term. HC leading with Phil Temple on Mind Mate. A number of other events are arranged including a Living Books project on the 23rd October.</li> </ul> <p><b>Website Information</b></p> <ul style="list-style-type: none"> <li>KS2 data has been updated.</li> <li>Governor profiles have been updated.</li> <li>Staff list has been updated.</li> </ul>	
4	<p><b>Governor visits to school this term</b></p> <ul style="list-style-type: none"> <li>09/10/18 EYFS Reception Curriculum Meeting Anne Hodgson</li> <li>21/11/18 09:00- 11:00 EYFS Outside play, (signing in and out of outside area) Anne Hodgson</li> <li>23/10/18 09:00 Safeguarding/ Child Protection Vicky Mirfield EYFS visit has been undertaken already – the curriculum meeting was attended and reported on positively.</li> <li>19/11/18 10:10 British Values assembly Jane O’Kane</li> <li>Governors should ensure that a governor visit record is completed and shared after each visit.</li> </ul>	<p>AH</p> <p>VM</p> <p>JO’K</p>
5	<p><b>Date of next meeting:</b></p> <ul style="list-style-type: none"> <li>Tuesday 12/02/2019 at 18:00</li> </ul>	