

WESTGATE PRIMARY SCHOOL

MINUTES OF THE PUPIL SUPPORT COMMITTEE MEETING HELD ON TUESDAY 2ND MAY 2017:

Present: Jane O’Kane (J’OK), Rob Wilks (RW), Anne Hodgson (AH), Daniel Hackney (DH), Helen Carpenter (HC) & Sarah Mumford (SM).

Item	Minutes	Action
1	Apologies: <ul style="list-style-type: none">• Andrew Ross	
2	Minutes of last meeting <ul style="list-style-type: none">• These were approved.	
3	Matters arising from minutes of meeting: Behaviour Policy <ul style="list-style-type: none">• Wording adapted on training for restraint and this has been uploaded to the VLE. Esafety <ul style="list-style-type: none">• Productive meeting of working party. Issues identified from model SWGfL policy. Plans made for meeting this month and policy will be in place before Summer break.	
4	Policy Reviews: <ul style="list-style-type: none">• Safeguarding: Policy checked – standard from Education Leeds. Policy was unanimously adopted.• Home School Agreement: Discussed and agreed; wording fine. Policy was unanimously adopted.• School Nursery Admission Policy Update: School will need to offer 30 hours to eligible families and will receive £4.20 per hour funding for each pupil. 15 hours provided free to all children. Parents have been asked what hours they would need. Moving attendance to full flexibility; same hours each week. Option to open out after-school care (WOOSH provision) which will be another possible revenue stream. Session times changing slightly so school has a common finish time. 2 staff to serve/ supervise up to 16 dinners, prepared in the main kitchen and trolleyed over in ‘hot-boxes’. Implications for changing:<ul style="list-style-type: none">• What if families don’t receive the code? – A period of grace is in place but then offer would be withdrawn.• Policy discussed with changes to reflect the fully flexible offer.• Flexibility on a sessional basis – only what is available	

	<ul style="list-style-type: none"> • Additional hours offered at £4.20 per hour (as agreed with Ashfield and All Saints school nurseries). Lunch (meal) charged at £2.05 per day, in line with charge from Leeds Catering. <p>NB: This policy will now be reviewed yearly, in May.</p> <p>Changes agreed and policy adopted.</p>	
5	<p>Prospectus – is this up to date?</p> <p>Yes – next updates will be KS2 data and staffing lists</p>	
6	<p>SIA – Updated work with the cluster</p> <p>Changes made following feedback from the SIA's work with teaching assistants</p> <ul style="list-style-type: none"> • Improvements have been made to room timetabling, with occasional changes now considered more carefully in relation to their impact on planned interventions. • Marie Colannino has introduced/ facilitated peer observations between TAs. Good feedback on Governor focus visits. Fed into FOS meetings. • MC now runs a weekly TA briefing to ensure they are kept up to date with all developments and issues in school. • TAs identified IT & Computing as something they would like further training/ support for. <p><i>A governor suggested that Dan Toms (CAS & Harrogate GS) –could be used by the FOS for a training session(s) for different members of staff?</i></p> <ul style="list-style-type: none"> • Personnel files have all been audited with regard to job descriptions and recruitment information. • There are further improvements to induction for staff to be made. • Peer mentoring in place. • TAs have recently had dedicated time to meet on the training day. Some TAs increasingly take a lead role in relation to an aspect of their work, eg particular interventions. <p><i>** SM had to leave meeting**</i></p>	
7	<p>SEND/ CP/ LA Updates</p> <ul style="list-style-type: none"> • 1x successful Education, Health & Care Plan application for assessment. One problem with a Year 7 admission with very specific needs. No high school placement has yet been agreed, despite an EHCP conversion meeting naming the preferred placement in December 2015. • BSquared SEN assessment updates to come. 81% of children with learning passports have reached 2+ targets. • 2 successful annual reviews for children with high needs top up funding have taken place, and 3 more are due this term. • The new Speech & Language Therapist continues to work well and is an 	

	<p>asset to the school.</p> <ul style="list-style-type: none"> • Foundation Speech & language Screening – taking place with Hannah and Jenny (now trained in Speech & Language therapy intervention) • No children with social care involvement. • There are 2 Early Help Plans currently led by school, and 1 EHP for children which is being led by Children's Centre. • Children Looked After – we now have 9 children on roll who have been adopted from care. 	
8	<p>Sex & Relationships Education</p> <ul style="list-style-type: none"> • It was confirmed at Governor Day through questioning children that the SRE curriculum is in place and meets children's needs. Parents are offered the opportunity to see the video resources and discuss the curriculum with a teacher. • In the new school PSHE scheme of work, there is SRE content from Y2 upwards. From September 2017, this will be taught in the Autumn term from Y3 upwards (currently taught in the summer term). 	
9	<p>School Improvement Plan</p> <ul style="list-style-type: none"> • Peer Mediation: this training has now happened and the peer mediators have been established really well. Governor Day also confirmed this. • Progress with Basic Skills in English and maths is pleasing, as evidenced by pupil data, progress meetings and monitoring of children's work. Next steps – to communicate to parents. • Time Tables Rockstars shown massive improvements to all children's knowledge and recall of multiplication and associated division facts and represents huge value for money (£50 spend). • Subject leadership – Hannah Robinson led a successful staff meeting on D&T following free training she is attending via a bursary from the National STEM Centre. • Teachers are working on RE & D&T this term through collaborative planning and observation. • AfL: the whole school continues to have a strong focus on 'learning muscles'. Good progress has been seen with this; children now have a much better understanding of what learning is and what a good learner does. A recent governor visit confirmed this. A governor suggested the VESPA project as a potential source of support material for teachers. • TAs: this was discussed as part of the SIA agenda item above. 	
10	<p>Partnerships</p> <p>Surveys to parents and staff will be conducted this term.</p>	

11	Governors Visits <ul style="list-style-type: none"> • Reports are available on recent visits focusing on Growth Mind-set, SEN policy forum with parents, and English. • Lots of good feedback and actions have been received as a result of these visits. School has highlighted the information available on the school website via its newsletter to parents. • Shifts in curriculum focus and what to review in book works. • Governors work with FOS has been well-received and has been a useful forum for sharing good practice. 	
12	DT Visit To be organised. HC to ask staff for dates. Bring to Full Governors Meeting.	HC
13	Suggestion for next meeting English / Maths / EYFS to review action plans ready for July Governor's Meeting (if dates fit)	
14	AOB None	
15	Date for Next Meeting: Tuesday 13 th June 6:00pm.	