

WESTGATE PRIMARY SCHOOL

MINUTES OF THE PUPIL SUPPORT COMMITTEE MEETING HELD ON MONDAY 22ND SEPTEMBER 2014:

Present:

Jane O’Kane, Jonathan Kirkland, Rob Wilks, Anne Hodgson, Cathy Liddicott, Angela Georgeson, Andrew Ross & Daniel Hackney.

ACTION

1	<p>Apologies: Helen Carpenter & Pippa McPherson.</p>	
2	<p>Minutes & Matters Arising: The minutes from the last meeting were accepted as a true record.</p> <ul style="list-style-type: none"> • Results of the parental survey have not yet been circulated. • School meals are going very well and are a success. • There was no detrimental feedback on the school report format. 	
3	<p>Overview of Results: The chair provided a three year trend of teacher assessment – 2012-2014 to show trends and how results are spanning out. Almost all children achieved their targets with no one below L2 in Year 2. Writing results and assessments in both Key Stages show an improving trend which indicates that CPD is impacting on pupil progress. However, governors agreed that it is difficult to map trends to a specific cohort.</p> <p>A governor asked if there had been any moderation of writing within the family of schools. Govs were informed that there had been.</p> <p>One governor stated that the main priority for governors in particular has to be to ensure that the results of the pupil premium group show that the gap between their results and the rest of the children doesn’t widen. However, the DHT informed governors that school had noticed a strong correlation between children eligible for pupil premium funding and progress issues in reading and writing. A governor asked: ‘what is school doing to support these pupils?’</p> <p>Governors were informed that two maths intervention programmes were to be introduced to Years 5 and 3 and that a writing intervention was being introduced to Y6 initially and then subject to impact will roll out to other classes. Pupil Premium funding is to be used to support these interventions.</p> <p>Looked after children come under the pupil premium group which</p>	HC

	<p>does not fit with the 'norm'. The entire staff are having attachment training across school tomorrow aimed at this group.</p> <p>A governor asked if we have to publish how pupil premium funding has been spent, on the website. It was advised that we do and the HT is to be asked to refer to this at the full governing body meeting.</p> <p>It was also asked if the HT could provide sheets (for full governor meeting) with regards to a breakdown of the levels per year group based on the ½ day assessment that staff completed at the end of last year. It was also asked for results of the target setting meetings which are due to take place imminently be shared with this committee.</p> <p>Year 1 phonics results have improved on last year and those children who are now in Year 2 who did not achieve their target will receive additional support in Y2.</p>	
4	<p>School Improvement Plan (SIP): Last year's plan is all satisfactory.</p> <ul style="list-style-type: none"> • This year one factor will have to be assessment as school is now responsible for its own. Decisions need to be made on how to implement this. It is thought that a new system may need to be in place by July 2015. It is thought school will be able to use the VLE by the end of the year to link in with the plan. <p>Two other areas for the SIP this year will be</p> <ul style="list-style-type: none"> • VLE –how effective it is in supporting and enhancing learning • Curriculum – implementation of the new curriculum <p>It was asked how the curriculum was imbedded into the school, including ICT.</p>	
5	<p>Attendance Policy: Once online registration is implemented - the following line needs removing from the policy 'registers will then be collected and taken to the office'. The rest of the policy is satisfactory. The HT is to be asked whether it is obligatory to send a letter to parents who have a child with genuine long term absence for sickness who drop below the 85% level as this may seem insensitive.</p>	HC
6	<p>Admissions Policy: This is satisfactory and as it is in line with the Leeds policy it does not require changing.</p> <p>The proposed changes to the admission codes for 2016 were looked</p>	HC/PMcP

	<p>at, prioritising pupil premium children, as well as summer born deferrals. We need to monitor this situation closely to ensure that the pupil premium element does not cause huge problems. The committee is very concerned and feels that the HT and chair of governors need to put this forward for consultation.</p>	
7	<p>Nursery Admissions Policy:</p> <p>Nappies Section The policy does not reflect actual events with regards to nappies and it was asked whether this section needs rewording. ‘Admission of children with continence issues, it is expected that children entering nursery will be fully toilet trained, however, individual cases can be discussed with the school. Children who still have continence issues at nursery admission age will not be refused entry to the school nursery’. This issue was discussed and agreed by governors for the HT to consider and discuss/agree. It was also asked that a timeline be added in to the process.</p> <p>The wording of ‘priority 4’ does not make sense and is poorly worded. The HT is to look over and amend if necessary. It is to be reviewed at the full governing body meeting.</p>	HC
8	<p>Governor’s Information Packs:</p> <p>These are to be updated as required with new information re: sub committees etc. Governors should also provide updated information for the website about themselves – to be timeless.</p> <p>All governors should supply the HT with revised drafts for update.</p>	ALL GOVS
9	<p>Terms of Reference:</p> <p>To remain the same as last year. It was questioned whether they are signed at the full governing body meeting.</p>	
10	<p>Any Other Business:</p> <ul style="list-style-type: none"> • One governor asked about the discipline/rewards policy and how often it was reviewed. The chair informed that it is due for review in November 2014. • A governor asked if bikes brought into school by children are locked and whether they are insured. It was suggested that combination locks may be purchased by school for the bikes. This was specifically raised re cycle training where Year 6 are asked to bring their own cycles into school for the week. As the school requests this, we must take due responsibility for 	DH

	their security hence the combination locks. D H to look into the purchase of these. We do not want to take responsibility for bikes brought in day to day.	
11	Date & Time of Next Meeting: Monday 10 th November 2014 at 6:15pm.	