

WESTGATE PRIMARY SCHOOL

MINUTES OF THE PUPIL SUPPORT COMMITTEE MEETING HELD ON TUESDAY 12TH FEBRUARY 2019

Present: Jane O’Kane- Chair (JO’K); Victoria Mirfield (VM); Anne Hodgson (AH) Helen Carpenter (HC);

Minutes: Victoria Mirfield

Item	Minutes	Action
1	<p>Minutes & Matters Arising</p> <ul style="list-style-type: none">Minutes read at full Governors and signed off and agreed today. <p>Living Books Project</p> <ul style="list-style-type: none">HC reported that this cluster project have been very successful. Y5 walked into town and interacted with members of local community with a different experiences to share including disability, diverse backgrounds, Very good feedback from children and the afternoon ran smoothly, organised by Chris Lillington, AHT at PHGS. <p>Family of Schools: Mindmate; Writing Portfolio</p> <ul style="list-style-type: none">Writing portfolio; meetings have started with pairs of year groups looked at together and teachers from cluster meet to discuss expected standards. Y5/ 6 meeting took place last term, Y3/4 today and Y1/2 on 26/03/19. For each phase, the initial meeting looks at assessment criteria and how these might be evidenced in children’s writing. Then follow up meeting will be to share and compare examples of work with annotations from different schools, ultimately to create an agreed standardised portfolio to support teacher assessment.Westgate is the only accredited Mindmate Champion in the cluster. At least 2 other schools are accredited as Mindmate friendly and 3 others are working towards it at present.	
2	<p>Policy Reviews</p> <p>Care and Control Policy</p> <ul style="list-style-type: none">At least one pupil in school needs safe handling currently. All staff have had Team Teach training in September. The importance of good record keeping has been reinforced with all staff. A question was asked about what information needs to be sent to local authority and HC explained that RPI reports are kept and logged by her, and that records of physical assaults are recorded on a CF50A form and sent on to the LA.New part of policy includes “calm room” records and HC also keeps these records centrally.The policy was approved and will be reviewed in 3 years’ time.HC to circulate to all staff. <p>Intimate Care Policy</p> <ul style="list-style-type: none">HC reported that has been substantially updated. Now takes account that all children may need intimate care at times. Input from nursery staff member who has considerable previous experience with children with disabilities.Greater focus on prevention of abuse and the rights of the child now made explicit in the policy.Amendment made to change use of word patient to person for intimate care following a query by a governor.	<p>HC</p> <p>HC</p>

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	<ul style="list-style-type: none"> System now in place to record all intimate care episodes and this documentation is retained in binder that can be referenced to in case of query. The policy was agreed and will be reviewed in 3 years' time. HC to circulate to all staff. <p>Safeguarding and Supervision Policy</p> <ul style="list-style-type: none"> New plan for formal diarised safeguarding supervision dates every half term. Emphasis again on good record keeping. Safeguarding Governor VM to meet with HC summer term 1 to monitor its implementation. The policy was agreed and will be reviewed on an annual basis. <p>School Travel Policy</p> <ul style="list-style-type: none"> Working together in cluster to develop FoS plan. HC has been in touch with Travelwise at Leeds City Council for support and advice and used the free online tool, Modeshift STARS, to develop a new school travel plan which she shared with governors as work in progress. This appears very detailed and includes staff, parent surveys, information to include in starter packs, bikeability information, sustainable ways to travel. There is a meeting next half term for all schools in the cluster to work together on their school travel plans. The policy was agreed and will be reviewed in 3 years' time. HC to ensure it is added to school website. It is intended that the School Travel Plan will be completed by the start of the Summer Term and actions by end of school year. <p>WOOSH Policy</p> <ul style="list-style-type: none"> This has been updated to include correct information about charges, nursery provision, childcare vouchers. The policy was agreed and will be reviewed annually. HC to upload to school website. <p>SEND Policy and SEND Minimum Offer</p> <ul style="list-style-type: none"> Both documents were agreed and will be reviewed annually. HC to upload to school website. MC (SENCo) plans to hold a parent forum next year prior to the next review of this policy. <p>Aims of the school (part of Curriculum, Learning and Teaching Policy)</p> <ul style="list-style-type: none"> This forms part of the above policy which was reviewed recently by curriculum committee. 	<p>HC</p> <p>HC/ VM</p> <p>HC</p> <p>HC</p> <p>HC</p>
3	<p>SEN Update</p> <ul style="list-style-type: none"> The SEN governor had spoken to the SENCo separately and gave the following update: School has received confirmation of ongoing or new High Needs Top Up funding for 4 pupils, following applications in July. The SENCO is currently submitting an application for Early Years Funding For Inclusion (EYFFI) for a child in Nursery. Funding for one pupil ceases in April due to the significant progress made with a specific speech impairment. 	

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4	Governor visits to school this term <ul style="list-style-type: none"> • VM to visit HC 9am 18/04/2019 for Safeguarding Review. • Governors should ensure that a governor visit record is completed and shared after each visit. 	HC/ VM
5	AOB <ul style="list-style-type: none"> • Agenda item for next meeting, to discuss the way Pupil Premium funding is being used to support children. Date of next meeting: Thursday 28 th March 6pm	JO'K