**Westgate Primary School** **Pupil Support Committee**

**Draft minutes of the meeting held on Wednesday 11th October 2023 at 6.30pm at Westgate**

* **Pupil support -** responsible for behaviour, safeguarding, attendance, children’s spiritual, moral, social and cultural development, children, parent and staff voice, equality and diversity, extra-curricular activities, cluster and other partnerships.

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| 1 | **Attendees: Helen Carpenter, Victoria Mirfield (Chair), Sally Clough (Actions), Matthew Fortune, Louise Shackleton (from 6:50pm)**  **Apologies: Ray Smith,** |  |
| 2 | **Minutes and matters arising from the last minutes**  Minutes were accepted as an accurate record of the previous meeting |  |
| 3 | **Policy Reviews**   * Safeguarding & Child Protection (annual) - approved at FGB on 20/10/23   **Action:** Helen to now take out yellow highlights and publish on the website.   * Acceptable use of IT (annual) - approved   There is a plan for a lesson to be taught about the policy content in each class, then older children sign online form and parents sign for younger children and themselves. Staff and volunteers also sign the agreement annually. This has been taken this suggested template from ‘southwest grid for learning SWGfL’ – have taken out references to online live lessons.  The policy is sent electronically to parents and an online form is completed.  **Action:** HC to circulate Acceptable use of IT policy to staff and families.   * Online safety (annual) - approved pending the amendment below.   HC mentioned that online safety is part of the School Improvement plan and that there would be a resurrection of the Online safety group. This would be led by HC, with MF as online safety governor, Jane Hopkins as computing lead. School Council and Digital leaders are also planning to have a termly review of online safety matters.  Personal devices of visitors may be used to access the internet via school wifi on the school site for business directly related to school only. For example, governors at board meetings and health professionals carrying out checks often need internet access.  **Action:** HC to amend table on p19 of the policy based on the discussion noted above to clarify the access to wifi access.  **Action:** MF to attend a meeting with HC to discuss setting up the online safety group (Tuesday 14th Nov – 10am).   * Admissions (Leeds) (annual) - approved   This policy is a standard policy available on the Leeds website.  <https://www.leeds.gov.uk/schools-and-education/school-admissions/our-school-admissions-policies/primary-school-admission-policy-for-september-2024-to-july-2025>   * Governor visits to school (annual) - approved   There are no updates to the policy   * Healthy Eating Policy (3-yearly), - approved   A small amendment was made to change ‘fluid intake’ to hydration.   * Packed Lunch Policy (3-yearly) - approved   HC explained that the other families of schools do not use this policy, they have separate guidance. However, the policy allows a very clear expectation that packed lunches should only contain what could be served in school meals as supported by food standards and is supported by the governors. Appendices have lots of suggestions for alternatives.   * Attendance (annual) - approved   There was a brief discussion about the good attendance at Westgate and that monitoring is robust. The letters of persistent absence were discussed and their progression to improved language was good to see as well as the visual display of individual attendance in comparison to the class.   * School Travel Plan (3 yearly) - deferred to the next meeting * Relationship and sex education- deferred to next meeting | HC  HC  HC  MF  HC  HC |
| 4 | **SEND Update**  MC has provided a comprehensive report. Parent meetings have taken place and have gone well.  Later this term – there is an accreditation visit from the National Autistic Society. Will be the first school in Leeds to achieve this if accredited.  **Action –** HC to notify Marie Colannino when the next PS meeting is set so that she is aware for the date for the next report (and for future meetings) | HC |
| 5 | **Child Protection/Safeguarding Update**  Beginning of the year, staff collectively did online webinars to understand CPOMS, which is now used and in place. - HC will circulate this strand after this meeting.  Currently, it is just using for safeguarding but C Eley is using it for recording interactions with parent concerns that need to be shared more widely to support child wellbeing.  2 children have had incidents recorded this term so HC has added additional info, which may not be safeguarding but does provide context.  There is scope to use the system more broadly for hate, bullying incidents that currently have separate recording so that it’s a more holistic view.  All staff have secure access. HC and Marie C have done a check of all paperwork prior to moving to this new system. HC is hoping to transfer paper copies to online by Jan.  Safeguarding audit booking planned for Feb 2024.  Thursday 9th Nov – 9am – VM and HC to meet in school. | VM/HC |
| 6 | **Equalities Update**  No update |  |
| 7 | **School Council Update**  Has been elected and begun to meet (Y1-6). Will be planning something for Children in Need, make online safety a termly item to feed back into the OS group. |  |
| 8 | **Climate Change and Westgate Update**  Eco team has convened and roles have been agreed to restart bird feeders, litter collection, scooter rack monitoring and have awarded first travel tracker badges, next action is to begin environmental audit to write action plan.  It was noted that the badges are made from recycled plastic and are fully recyclable. |  |
| 9 | **Attendance**  Fri 27th October 9am – HC and SC to meet | HC/SC |
| 10 | **AOB**   * Do school lunches and milk provision comply with DfE standards? - Yes * Complaints? - Small issues being dealt with * Any child/staff/parent/carer surveys planned? - Wellbeing later this year and online safety later * Website, is everything in place? - the website needs updating. MF has done an audit of what is required and noted several amendments that are required.   Eg curriculum areas need updating (HC currently doing with subject leaders)  **Action:** MF to send audit findings to HC  **Action:** HC to update website  **Action:** Agenda item to be added to the next meeting as a progress report on the website audit  HC would like to consider a standardised way of reporting some of these areas to the governor boards.  **Action:** Add standing agenda item – Online safety, with some standard reporting tools/report   * Governor Visits to be arranged – as noted above. LS to arrange meeting with Marie C. * Cluster update   Have had steering group meeting and guidance and support 11/1023. A referral has been made for counselling and parent support for the family. Parent support advisor has changed the way she’s working to offer drop in sessions and a parent group that is being run without any need for formal referral. Was based at PHGS and is now working at the children's centre, and at the Courthouse, which has been a positive move. Going forward, again, HC looking at a more standard way of reporting updates for the cluster. | MF  HC  HC  HC/VM  LS |
| 1 | **Date & time of next meeting -**  Monday 05/02/24 6pm | ALL |