

# WESTGATE PRIMARY SCHOOL

## MINUTES OF THE MEETING OF THE PUPIL SUPPORT COMMITTEE HELD ON 3<sup>RD</sup> FEBRUARY 2022 AT 18:00

**Present:** Helen Carpenter, Vicky Mirfield, Ray Smith, Laura Boddy

**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.

Item		Action by whom
1	<b>Apologies</b> Gaynor Cross	
2	<b>Minutes and matters arising from the last minutes</b> <ul style="list-style-type: none"> <li>Update on any Governor Visits</li> <li>VM - safeguarding visit</li> <li>GC – meeting went ahead</li> <li>RD – meeting went ahead</li> <li>Further thoughts about IT safety evening for parents/carers - no parents' face to face meeting as pandemic. Tues is Safer Internet Day – Ceop resources being used for newsletters for parents for next 4 weeks: Sharing pics and watching videos, online gaming, chatting and making friends online, watching videos.</li> <li>Plan to check Internet filters on Governor Day, who? - RW</li> <li>Did Christmas Activities go ahead as planned? Not entirely – they went ahead but without KS2 – Carol Concert Livestreamed, KS1 filmed and put on youtube. Santa was in person. Choir sang at Masonic Lodge, Otley Action for Old People.</li> </ul>	RW
3	<b>Policy Reviews</b> <ul style="list-style-type: none"> <li>Single Equalities Policy - approved 3 years, school aims updated to new school aims. Based on model policy. Feb 2025</li> <li>School Travel Policy – approved 3 years, updated Cycle to Work Scheme, School Streets and Park and Stride Feb 2025</li> <li>Pupil Premium Strategy - new policy which now include catch up funding. It includes links to websites and programmes of support. School led tuition – 21 children in KS4,5,6 by end of the year. Others in y5/6 having National Tuition Programme – 121 tuition. New mental health lead for the whole school – Caroline Eley. REview of outcomes isn't purely data led as there is no official data but is still comprehensive. 3 yearly policy updated annually Approved Feb 2024.</li> <li>Care and Control Policy (3 yearly) - training happened last term – 2<sup>nd</sup> half was cancelled and needs to be rebooked because of Covid. Any physical incident recorded on form in appendix 1. Approved Feb 2025</li> <li>Intimate Care Policy (annually) - Significantly updated last time. Still fit for purpose Approved Feb 2023</li> <li>Medicines and Medical Conditions Policy (annually) Last time the ability to give non prescription medication (ie paracetamol) was included. Question – how many children have medication daily – it's not common none or 1 or 2 Follow up – are we able to have a school epipen? Forms to go with medication and intimate care are physical copies and kept with first aid kits. Feb 2023</li> <li>Minimum SEND offer - Marie updated. Has to be published on website. Updates reflect school's work on Mindmate and Westgate 5Rs to support Emotional needs of students. 3 years Approved. Feb 2025</li> <li>SEND Policy (annually) - appendix may change next year as Learning Passports are being reviewed Approved Feb 2023</li> </ul>	HC
4	<b>SEND Update</b> <ul style="list-style-type: none"> <li>No current updates</li> </ul>	

5	<b>Child Protection/ Safeguarding Update</b> <ul style="list-style-type: none"> <li>No open cases with social care. 2 referrals into cluster for counselling. 1 has just started. Referrals usually take 2-3 months. Enquiry from children's social work but child isn't currently in school as she is out of the country and not at risk. Referral made about DV but no further action but family offered support.</li> <li>Safeguarding refresher training 15<sup>th</sup> Feb– all staff</li> <li>Safer working practices 29<sup>th</sup> March – all staff</li> <li>Govs safeguarding training 26th April 6.30 Zoom</li> <li>Trauma reformed practice training 19<sup>th</sup> Jan/2<sup>nd</sup> Feb 22– all staff</li> </ul>	
6	<b>Equalities Update</b> <ul style="list-style-type: none"> <li>Has the equalities group met as planned?</li> <li></li> </ul>	
7	<b>School Council Update</b> <ul style="list-style-type: none"> <li>Met 3 times since Oct – then Covid restrictions. Discussed suggestions and gathered ideas for Children in Need. Focus fundraising on seating in the playground.</li> </ul>	
8	<b>Climate Change and Westgate Update</b> <ul style="list-style-type: none"> <li>Any news from Town Council about grant?</li> <li>Ecoteam have begun to meet again. Children conducted an environmental review and they will review these and create an action plan. Eco checks with students and staff happening weekly. Work done on butterfly gardens and planting is happening in next few weeks. Wildlife Friendly Otley is looking to support the school to get a grant for more planting. Travel tracker is going well.</li> </ul>	
9	<b>Impact of COVID-19 with regard to pupil support including Attendance</b> <ul style="list-style-type: none"> <li>Steady trickle of cases – 1 to 3 cases daily. ~Since the start of the academic year 95 cases reported. Staffing has stabilised since the start of Xmas.</li> </ul>	
10	<b>Any other business</b> <ul style="list-style-type: none"> <li>Do school lunches and milk provision comply with DfE standards? (See links in the Teams channel) - Meal plans shared with Govs</li> <li>Complaints? None</li> <li>Any child/staff/parent/carers surveys planned? Survey in summer term – Easter travel survey, General survey for parents and staff in summer term.</li> <li>Website, is everything in place? Website health check shared with gov's. General statement on behaviour from gov's was missing last time and is now there.</li> <li>Governor Visits to be arranged – Talk to Caroline Eley for her role in mental health and emotional support on Govs day. Talk to school Food ambassadors. Eco team and school council.</li> <li>Cluster update – Steering group meeting on Monday. Recruited 2 new TaMHS (Mindmate Wellbeing) counsellors work through North Point Wellbeing. Targeted Services Leader is leaving. New Head at Prince Henry's starts at Easter.</li> </ul>	HC
11	<b>Date and time of next meeting</b> <ul style="list-style-type: none"> <li>21/04/2022 at 18:00</li> </ul>	