**Westgate Primary School**

**Pupil Support Committee**

**Thursday 19th January 2023 at School** **6pm**

**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 partnership.

**Minutes: Sally Clough**

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| **ITEM** | **NOTES** | **ACTION** |
| **1.** | **Attendance**  Present: Helen Carpenter, Victoria Mirfield (Chair), Louise Shackleton, Sally Clough (minutes)  Apologies: Ray Smith |  |
| **2.** | **Minutes and matters arising from the last minutes**  Minutes of the meeting on 13/10/22 accepted as an accurate record.  Matters arising: LS has added Prevent training to training log.  Safeguarding training: LS still to complete.  **Action:** LS to book online safeguarding training.  It was noted that safeguarding and attendance visits were carried out last term and reported to the full governing body. | **LS** |
| **3.** | **Policy Reviews**  HC has completed an update of the spreadsheet of policy review dates.  a. Pupil Premium spending Strategy. Approved.  This strategy is completed in liaison with the finance committee and is a 3 year overview which was a big undertaking to complete this year but subsequent years should be more straightforward now it is set up.  Some of the key challenges for PP children were noted, including higher incidence of SEND, a greater impact of missed learning during the pandemic. The strategy details activity in the academic year to address these challenges. 19 DfE laptops have been acquired for children to use at home based on a survey sent to parents in September to ask about internet and device accessibility. 14 of the loaned laptops are with PP families.  Part B details the outcomes of PP children in performance assessments and overall, these have been very positive. Y4 multiplication noted as being particularly good result. Generally it is a small number of children with differing difficult needs. Y6 performance at the end of 2021-22 showed good progress for individuals but not compared to national non-PP pupils in reading, writing and maths. However, 5/6 PP children also had significant SEND.  b. School Aims. Approved.  The School Aims were updated as part of the 150 year celebrations, and approved with no changes.  c. Inclusion. Approved. Review in 2 years.  Small wording changes were noted in the Policy which lays out the school’s approach to promoting inclusion of all pupils.  A query about changing/toilet facilities in school was discussed. Foundation stage and staff toilets are unisex and KS1/2 are gendered. This has not raised any issues to date.  Thanks were extended to Marie Colannino for updating the policy.  d. Behaviour & Discipline  (includes School Rules). Approved. Review in 2 years.  The policy has been updated slightly to add detail about being a Mindmate Champion school and further detail in the reward and sanctions section. HC noted that it is quite rare for children to be on Teacher report for behaviour (where multiple ‘Red’ occasions on the behaviour ladder in a week is recorded).  Section 6. RPI clarified as Restricted Physical Intervention form that are completed whenever a child has to be physically restrained from harm. Completed forms are logged with HC and shared with parents. Currently, there is one pupil who requires this from time to time.  The calm room is a small, non-stimulating room next to the PE store for children to be placed if necessary to calm down.  e. Medicines and medical conditions. Approved. Review in 1 year.  HC confirmed this is the most up to date model policy and that being able to administer non-prescription medicine has been reinstated and is helpful to be able to provide calpol, for example, in some instances.  f. Anti-bullying policy. Approved. Review in 3 years.  This review was deferred from the Autumn meeting as the School Council wanted to update illustrations in the child friendly policy. A competition was held to obtain new artwork for the policy, which were received from all year groups.  Well done to the School Council.  HC explained that the ‘worry box’ was relocated from the main hall to the corridor near the nurture room and that children use it for its purpose to report bullying and other issues.    g. Healthy Eating. Deferred to the next meeting.  **Action:** Add Healthy Eating Policy review to the March meeting agenda. | **VM/HC** |
| **4.** | **SEND Update**  There were no changes to how staff are deployed to support pupils with SEND since the last meeting.  HC highlighted that class teachers met parents online in November, following the new structure where parents will have contact at a parent consultation evening or SEND meeting every half term to space out the contact.  Children have individual provision maps which may link to external reports and are user friendly. Teachers and TAs have updated these for discussions next week and parents are able to raise comments before the meetings.  A survey to teachers about the impact of the new structure of SEND consultation was completed by 7 teachers.  All respondents said the IPMs were a lot or a little more useful than previous paperwork and 5 said they made a lot of difference on their workload, 1 little difference and 1 no difference. Overall it has had a very positive impact. School are planning to gather more information after the next round, and from parents.  Jane Chilton has led Autism awareness training for lunchtime staff.  **Action:** LS to have a meeting with Marie Colannino as SEND governor. | **LS** |
| **5.** | **Child Protection/Safeguarding Update**   * A Child In Need plan for one child has now been closed. * No pupils with active social care involvement at the moment. * No online safety incidents to report. * HC is conducting Safe working practices training for new staff and those that could not attend in summer term this week and next. Apart from one staff member on sick leave, all will then be up to date with training. |  |
| **6.** | **Equalities Update**  No update |  |
| **7.** | **School Council Update**  School Council have been busy with a competition to update the anti-bullying policy images.  An issue with the boy’s cloakroom has been raised and the door is going to be re-hung so it opens the other way to allow greater visibility into the room.  School council have been asked to be part of the new art council and will be reviewing new PE long term plans.  Thanks were extended to Mrs Hopkins for the School Council update. |  |
| **8.** | **Climate Change and Westgate Update**   * The Eco team are continuing their duties including: litter pick at lunchtime, checking bird feeders, scooter racks, and eco classroom checking. * Westgate have been nominated for a National Modeshift Stars School Travel Award by the LA and invited to attend an online event in early March as a shortlisted school. * Each class has been challenged to grow something to eat in school and to also take part in a poster competition to raise awareness of the impact of idle running vehicles. |  |
| **9.** | **Attendance**  Attendance from last term has been assessed and letters are going out to parents where children have attended for 92% or less (as 90% is the threshold to determine ‘persistent absence’). Attendance records from the autumn term of 2021 were also checked to see if attendance has improved compared to last year. Of 15 children to contact, most have improved from last year, for example one child with 76% last term has improved from 51% attendance last year.  HC shared example letters which were encouraging and offered support in the case of low attendance and provide a clear graph of the child’s attendance in comparison with the class average.  Additional letters are going out where children had attendance less than 91% in Autumn 2021 but have increased this term, to recognise the improvement.  Overall, attendance is very good. |  |
| **10.** | **Any other business**  Do school lunches and milk provision comply with DfE standards?   * Yes. No changes since Oct.   Complaints?   * No complaints received. One that was expected has not been received.   Any child/staff/parent/carer surveys planned?   * Travel survey to staff and parents expected 20th March.   Website, is everything in place?   * It has been recently updated for inclusion and equalities. * **Action.** HC to check policies are the most up to date.   Cluster update.   * A new parent support advisor is now in place and has been to school to meet with HC, Caroline Eley and Marie Colannino. They will spend some time shadowing Caroline’s work. HC explained that the advisor can be accessed by referral from school and parents may be offered the service if they approach the school with issues.   Governor visits including Safeguarding/Child Protection and checking of central record   * School Visits: Dates arranged:   + Attendance – Sally. February Friday 3rd 9am.   + Safeguarding – Vicky. February Thursday 9th 9:30am. | **HC**  **HC/**  **SC**  **VM** |
| **11.** | **Date and time of next meeting**    Thursday 30th March 2023. 6pm. In person or virtual to be confirmed at Governor’s day meeting. | **HC/VM** |

**Appendix: Open Actions log.**

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| Date raised | Action | Person responsible | Due date | Status |
| 13/10/22 | HC to confirm with other governors who still needs to do Safeguarding training and then book online training. | HC | 02/03/23 | Open |
| 13/10/22 | HC to consider asking parents to notify school if a Y5/6 pupil will be bringing a phone to school on the end of day arrangements form that goes annually to KS2 parents. Notice to Y3/4 parents that phones are not allowed and to Y5/6 that they are allowed but should be handed in at the start of the school day. | HC | Oct 2023 | To be implemented Sept 2023 |
| 13/10/22 | LS to liaise with Marie Colannino for the SEND update for the next meeting. | LS | 30/03/23 | Open |
| 13/10/22 | HC to email Marie and cc LS as introduction. Will also email the form which outlines the difference in reporting to this (provision) and the teaching and learning (outcomes and progress) committees. | HC | 20/01/23 | Open |
| 13/10/22 | VM to add online safety question for half termly school visits. Ensure online check of filter logs is carried out on Governors day in school. | VM | Ongoing visits | Ongoing |
| 13/10/22 | SC to complete forms for SATS review visit. | SC | 19/01/23 | Overdue |
| 13/10/22  +19/01/23 | HC to check policies on the website are the most up to date. | HC | 02/03/23 | Open |
| 19/01/23 | LS to book online safeguarding training. | LS | 02/03/23 | New |
| 19/01/23 | Add Healthy Eating Policy review to the March meeting agenda. | VM/HC | 30/03/23 | New |
| 19/01/23 | LS to have a meeting with Marie Colannino as SEND governor. | LS | 30/03/23 | New |
| 19/01/23 | School visit – Attendance | SC | 03/02/23 | New |
| 19/01/23 | School visit – Safeguarding | VM | 09/02/23 | New |
| 19/01/23 | To confirm location for the next Pupil support committee meeting. | VM/HC | 02/03/23 | New |
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