

**WESTGATE PRIMARY SCHOOL  
PUPIL SUPPORT COMMITTEE  
MEETING MONDAY 8<sup>TH</sup> FEBRUARY 2021 AT 6.30PM (VIA TEAMS)**

**Minutes**

**Present:** Victoria Mirfield (VM) – chair; Helen Carpenter (HC); Rob Wilks (RW); Laura Boddy (LB); Gaynor Cross (GC) ; Anne Hogson (AH)

**Apologies:** None

**Minutes:** RW

		Action
1	<p><b>Minutes and matters arising from the last minutes (19/10/2020)</b></p> <ul style="list-style-type: none"> <li>• Minutes accepted as a true record.</li> <li>• Review of the impact of interventions especially for KS2: See SEN agenda item later on.</li> <li>• Update on Walk of Fame (regional travel competition through Living Streets): Westgate came first in our region! School continues to promote sustainable school travel.</li> <li>• Update on staffing, self-isolation and clinically vulnerable staff and how are staff/ pupils managing social distancing in school? CEV staff are self-isolating, working from home, for example 1:1 support via Teams and admin tasks. Safeguarding policy addendum covers this and parents have given written consent for additional support. Max 15 attending a bubble at any one time. Staff on rotas. Social distancing has supporting through staff rota, bubbling, removal of excess furniture.</li> <li>• How did the 3 online prospective parents evenings go? Positive verbal feedback from all the evenings and one parent gave feedback on reception application too.</li> <li>• Have the new pupils continued to settle in and are there any new children this term including in nursery? One pupil joined Y2 on day 1 in January and is now remote learning. The majority of the new Nursery starters have taken up their place.</li> </ul>	
2	<p><b>Policy Reviews</b></p> <ul style="list-style-type: none"> <li>• <b>Managing Medications and Medical Conditions Policy</b></li> <li>• Updated to allow over the counter medications taken due to GP direction. Other sections updated to reflect latest guidance from LCC. Policy approved.</li> <li>• Review changed to annual from 3 yearly, in line with LCC recommendations. To be reviewed in February 2022.</li> <li>• <b>Spiritual, Moral, Social &amp; Cultural Education Policy</b></li> <li>• No changes made since last review. Governors discussed specifying particular strategies eg Mindmate, but it was decided that this might outdate the policy if names/ strategies changed.</li> <li>• Policy approved. To be reviewed in February 2024.</li> <li>• <b>Pupil Premium Spending &amp; Strategy</b></li> <li>• These documents have also been reviewed in the finance &amp; personnel committee. Last year's plans were disrupted/ cut short by COVID-19 closure. This year's plan is therefore very similar to last year's. School closure impacts on ability to put provision in place.</li> <li>• To be reviewed in a year's time.</li> <li>• <b>School Aims</b></li> <li>• School Aims have been in place since the school became a primary school (c 18 years), but a full consultation involving staff, pupils and others will</li> </ul>	

	<p>take place in the summer to take into account the 150<sup>th</sup> anniversary of the school. There are no expectations that they will be vastly different, but some updates will be made. Approved by the committee. Review after the revision plans have taken place (likely to be in the new academic year)</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding Supervision Policy</b></li> <li>• This is a model policy from LCC. Supervision has been very difficult during the pandemic, but regular contact has been made. Most vulnerable children are attending school during the latest lockdown. A governor asked what supervision entails, and the head teacher gave a brief explanation.</li> <li>• Policy approved. To be reviewed in February 2022.</li> </ul>	<b>HC</b>
	<p><b>SEND Update</b></p> <ul style="list-style-type: none"> <li>• Children with significant SEND have been prioritised to attend school and those not in school is mainly down to parental choice.</li> <li>• Additional support has been provided online and in the classroom and some children have received individualised learning packs tailored to their needs.</li> <li>• External agencies are continuing to work with pupils/ families, remotely and in person.</li> <li>• The SENCo provided detailed information about provision/ interventions for pupils with SEND. The governors thanked her for her detailed information and again commented on her in-depth knowledge all pupils with SEND.</li> </ul>	
	<p><b>Child Protection/Safeguarding Update</b></p> <ul style="list-style-type: none"> <li>• No meeting has taken place since the last committee. 2 families are being helped and provision has been made for the children in school, as vulnerable pupils.</li> <li>• Two early help plans have been opened/ are planned. Meetings are online, one already has taken place.</li> <li>• A meeting is to be arranged with the head teacher &amp; safeguarding governor.</li> </ul>	<b>VM/ HC</b>
	<p><b>Equalities Update</b></p> <ul style="list-style-type: none"> <li>• No updates at this meeting.</li> </ul>	
	<p><b>School Council Update</b></p> <ul style="list-style-type: none"> <li>• School council is unable to meet at present due to the measures in place to keep year bubbles separate.</li> <li>• A number of options to re-establish some type of meeting or online discussion are being investigated.</li> </ul>	
	<p><b>Climate Change and Westgate Update</b></p> <ul style="list-style-type: none"> <li>• Westgate is taking part in a Leeds Eco-Schools challenge.</li> <li>• School must provide evidence of at least 3 completed challenges in order to receive a free green flag assessment.</li> <li>• Each class is doing different challenges.</li> <li>• A governor commented that school's work on sustainability should be reflected in the school aims when they are revised.</li> </ul>	
	<p><b>Impact of COVID-19 and school closures on pupil support (if not covered above) including Attendance Update</b></p> <ul style="list-style-type: none"> <li>• The twice daily Teams meetings are allowing a much more accurate picture of pupil engagement and enables follow up eg from teachers/ learning mentor. It has had a positive overall impact on engagement. and follow up contact has given school a fuller picture of family circumstances and pressures.</li> <li>• Attendance for pupils in school is very good and places are over-subscribed, particularly in Y1/2 and Y3/4.</li> </ul>	

	<ul style="list-style-type: none"> <li>• H&amp;S advice means a maximum of 15 can attend at once and school has limited bubbles to a total of 20 pupils maximum.</li> <li>• Hot meals are still being provided in school.</li> <li>• Vouchers for FSM have been given since the 3<sup>rd</sup> week of term: prior to that FSM pupils received grab bags (wk 1) and hampers (wk 2).</li> </ul>	
	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• To help evaluate and monitor partnerships with children, staff, parents and carers, are any surveys planned or have been carried out? <ul style="list-style-type: none"> <li>○ A survey will be going out this week to evaluate home learning.</li> <li>○ Annual survey of parents was not done last year but this year will be done online. HC to bring draft to next meeting.</li> <li>○ In Foundation, the use of Tapestry app has been discussed. It is used to share learning experiences and engagement has been good in Reception, but less so in Nursery: a survey is going out on Wednesday to try and find out well.</li> </ul> </li> <li>• Is there a behaviour principles written statement and is this published on the school website? Yes:  <a href="https://www.westgateprimary.co.uk/website/policies/7578">https://www.westgateprimary.co.uk/website/policies/7578</a></li> <li>• Is all statutory information published on the school website?</li> <li>• HC is checking over half term that the latest information/ policies etc are on.</li> <li>• A governor asked about usage statistics: HC to investigate the statistics for the website.</li> <li>• Do school dinners comply with DfE standards? Yes</li> <li>• Governors discussed the training circulated from Noctua focusing on staff &amp; pupil wellbeing. HC to ask LS if she would like to attend the Noctua training on Westgate's behalf.</li> </ul>	<p>HC HC</p> <p>HC</p> <p>HC HC</p> <p>HC/ LS</p>
	<p><b>Date and time of next meeting</b></p> <ul style="list-style-type: none"> <li>• 18:30 on Monday 29<sup>th</sup> March 2021, via Teams</li> </ul>	ALL