

# WESTGATE PRIMARY SCHOOL

## MINUTES OF THE PUPIL SUPPORT COMMITTEE MEETING HELD ON THURSDAY 20<sup>th</sup> JUNE 2019

**Present:** Jane O’Kane- chair (JOK), Helen Carpenter (HC), Vicky Mirfield (VM), Rob Wilks (RW)

**Apologies:** Anne Hodgson

**Minutes:** Rob Wilks

Item	Minutes	Action
1	<b>Minutes &amp; Matters Arising</b> <ul style="list-style-type: none"> <li>Minutes had been shared at the full Governing body meeting in May and were agreed today as a true record.</li> <li>The head teacher and Andrew Ross (governor) recently met with Cllrs Sandy Lay and Colin Campbell, about school continuing to be designation as a polling station. Both agreed that it was very disruptive that school is used in this way. They have agreed to try to support us in our request to move the polling station for our ward. The head teacher agreed to update the committee with any further developments.</li> </ul>	
2	<b>Policy Reviews</b> <b>Transition Policy</b> <ul style="list-style-type: none"> <li>The policy was agreed by the committee without amendment. To be reviewed in 1 year.</li> </ul> <b>Home/ School Agreement</b> <ul style="list-style-type: none"> <li>The policy was agreed by the committee without amendment. To be reviewed in 1 year.</li> <li>A governor suggested that a copy of the agreement was emailed to all stakeholders at the start of each academic year to keep its content fresh in everyone’s mind.</li> </ul> <b>Collective Worship Policy</b> <ul style="list-style-type: none"> <li>This policy has had a significant update, to reflect the non-denominational nature of our school.</li> <li>Connected to this, the SLT has completely re-written the schedule of assembly theme for the year, to align them with current priorities for the school. These themes are outlined in the updated section 4 of the policy.</li> <li>This year, some assembly themes have been changed, to include a focus on British Values and Eco-Schools. Next year, these will be joined by themes from the Equality &amp; Diversity Charter, Investors In Pupils and school’s Learning Muscles.</li> <li>The head teacher shared the proposals for the new assembly themes. They will be complemented by central displays in the hall (Investors in Pupils, Learning Muscles)</li> <li>The policy was agreed by the committee without amendment. To be reviewed in 3 years.</li> </ul> <b>ARM (Annual Safeguarding Return)</b> <ul style="list-style-type: none"> <li>Governors reviewed the responses to the return and agreed that it reflected their understanding of current safeguarding practices in school. The form has been returned to Leeds City Council as is required.</li> </ul>	HC
3	<b>General Business</b> <b>Update on Child Looked After</b>	

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	<ul style="list-style-type: none"> <li>An update was received from the headteacher</li> <li>Next care review will be in June.</li> </ul> <p><b>Bereavements</b></p> <ul style="list-style-type: none"> <li>TaMHS councillor supporting one pupil. Different pupils have responded in different ways over the course of the last few months. Staff are being sensitive and responsive to their changing presentations in school.</li> </ul> <p><b>Cluster Partnership</b></p> <ul style="list-style-type: none"> <li>The head teacher reported that at the last steering group meeting, the cluster action plan was reviewed. Many areas of the substantial plan showed progress, but some areas have seen less progress.</li> <li>Head teachers are meeting next month to formally review and evaluate the plan and formulate a new plan for 2019-20.</li> </ul> <p><b>SEN Pastoral care update (funding)</b></p> <ul style="list-style-type: none"> <li>JOK gave the following update, received from the SENCo.</li> <li>All FFI funding reviews are now complete; 2 EHCP reviews remain before the end of term.</li> <li>An application for an EHCP for a pupil in KS2 has been submitted and school should hear of the outcomes shortly.</li> <li>The SENCo will be submitting 3 FFI applications in July and 1 in November. A further application will be submitted by DAHIT for a pupil in EYFS.</li> <li>Funding for a child in Reception will cease due to the progress she has made.</li> <li>The SENCo is leading a Learning Enquiry: 'Can we ensure that children with pragmatics difficulties are consistently meeting their learning passport outcomes?' with a focus on environment modification.</li> <li>Work has focused on making learning environments as accessible as possible for all children, including universal elements eg display, classroom organisation, and targeted elements eg visual timetables, additional resources.</li> <li>Actions have included: learning walk with the SIA &amp; a fellow SENCo; cascading training to teachers, pupil voice; collective agreement on what a Westgate classroom should look like; critical friend paired work.</li> <li>Governors will be making a visit this week to talk to children about learning environments.</li> </ul> <p><b>Child Protection/ Safeguarding update</b></p> <ul style="list-style-type: none"> <li>The head teacher reported to governors a summary of recent causes for concern and the advice and actions taken. The assessment made at this time is that there is no risk of immediate harm.</li> </ul> <p><b>Pupil Premium pupils- funding</b></p> <ul style="list-style-type: none"> <li>Vicky Fuller has been able to identify 2 further pupils eligible for FSM, who will be added to the list of PP eligible pupils in the next academic year. She continues to be pro-active in identifying eligible pupils.</li> </ul> <p><b>SIP British Values</b></p> <ul style="list-style-type: none"> <li>Each half term this year, at least one assembly theme has related to British Values. The head teacher shared a summary of these. The committee had already discussed the assembly themes planned for next year as part of the collective worship policy.</li> <li>The head teacher had liaised with the PSHE and computing subject leaders about where in the curriculum online safety is taught across school. It mainly occurs in PSHE and in Y5 &amp; 6 teaching also covers online grooming and radicalisation as part of the Prevent lessons.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Y5/6 are also learning about verifiable/ trusted sources and fake news. Newsround has been a useful support for this work.</li> <li>Going forward, the risk of online radicalisation will be taught alongside the risk on online grooming.</li> </ul> <p><b>Hate Incidents</b></p> <ul style="list-style-type: none"> <li>There have been 5 incidents for this academic year. The head teacher gave a summary of the incidents and how they have been managed in school- and also how they are reported to the local authority.</li> </ul> <p><b>Stonewall Action Plan</b></p> <ul style="list-style-type: none"> <li>The head teacher shared this action plan, which has been completed jointly with staff as part of a staff meeting.</li> <li>This is a result of an Agenda Day linked to funding from Investing in Children, which took place last summer at PHGS with pupils from across the Family of Schools. They identified priorities arising from the Equality &amp; Diversity Charter. A second meeting will take place next month to review progress.</li> <li>Sufficient progress will result in recognition for school from Investing in Children.</li> </ul> <p><b>School Prospectus</b></p> <ul style="list-style-type: none"> <li>The new prospectus will be ready next week. Governors reviewed a proof copy and agreed it was summarised school's strengths and ethos well.</li> </ul>	
4	<p><b>Governor visits</b>  <b>18/04/19 &amp; 18/06/19 Safeguarding Supervision</b></p> <ul style="list-style-type: none"> <li>Meetings with Safeguarding governor and head teacher have taken place. The Single Central Record was checked and found to be in order. Safeguarding Supervision was also discussed. A separate governor visit report will be submitted.</li> </ul> <p><b>21/06/19 Feedback &amp; Learning Environment</b></p> <ul style="list-style-type: none"> <li>Questions have been prepared to aid this visit which were shared in the meeting.</li> </ul>	
5	<p><b>AOB</b>  <b>Date of next meeting:</b> To be arranged in September planning meeting</p>	