

WESTGATE PRIMARY SCHOOL

MINUTES OF THE PUPIL SUPPORT COMMITTEE MEETING HELD ON WEDNESDAY 23RD NOVEMBER 2016:

Present: Jane O’Kane, Rob Wilks, Andrew Ross, Anne Hodgson, Daniel Hackney & Helen Carpenter, Anne H, Sarah M

Item	Minutes	Action
1	Apologies: <ul style="list-style-type: none"> None 	
2	Minutes of last meeting <ul style="list-style-type: none"> Read & approved 	
3	Matters arising from minutes of meeting: <ul style="list-style-type: none"> Pupil Premium - shared information with Ashfield School and The Whartons about PP and ideas to take forward. Governor Induction Pack – work in progress. RW to lead on this. SM willing to contribute. We can now re-instate the minute about Packed Lunches from last meeting. 	
4	Policy Reviews: <ul style="list-style-type: none"> Child Protection – updated. The question was asked, “is the Child Protection lead person identified in a public area?” No. Policy adopted by the Committee and recommended to the full Governing body. Cluster Transition Policy – this was adopted, with the suggestion that an appendix is included to detail the forms used in school currently. Homework – Appendix is made to be helpful for parents. A governor had received some feedback from a small number of parents that additional suggestions for ways to work on maths items would be helpful. Homework to be monitored and quality assured over next half term for consistency and quality and also how children receive feedback on their homework. Learning Logs remain an important part of the homework set at Westgate. First Aid Notice – to be updated 	<p>Action HC</p> <p>Action HC – add appendices</p> <p>Action DH-HW monitoring</p>
5	<ul style="list-style-type: none"> Safeguarding and Supervision Policy – review at next meeting. Prevent – Staff training on 24th January. Lessons in Year 6 each year. Complaints Policy – To be discussed at next meeting for consideration in light of LA updates. 	
6	SEND Governor report: <ul style="list-style-type: none"> SENCO update - two funding applications. Cluster using new Speech 	

	<p>and Language Therapist. Excellent work and considered good value for money.</p> <ul style="list-style-type: none"> • Learning Passports – in place. • BSquared – is a new assessment for children not reaching ARE and in particular with SEND. • Other 'Tools' – Progression Frameworks. Maximising use of TA's. Teaching for Neuro-diversity. <p>A very useful visit by Jane seeing excellent work going on.</p>	
7	<p>Governor Monitoring Visit to School: AFL</p> <ul style="list-style-type: none"> • Growth mind-set very obvious. • Lots of variety of questioning. • Books showed comments with next steps identified. • Children very enthusiastic. • The 'Learning Muscles' were prominent in KS1. • Clear evidence of resilience was shown by all pupils. • Report will be uploaded. 	
8	<p>Teaching & Learning:</p> <ul style="list-style-type: none"> • Have teaching observations taken place? – No, this will take place by the end of January. Paired observations to be carried out and written feedback given. Empower staff. • Have Pupil progress meetings been carried out and targets set? – Yes and meaningful conversations have been had in relation to children's learning and provision in class. • CEM Data – Very powerful data to have at the start of the year. Enables pupils to be targeted in areas where progress is not as good as it needs to be. • Curriculum – are all curriculum areas covered? – Discussion on computing – rolling program to update each year. Long term plans are in date and on site. • Moderation – No external moderation has taken place. Y2 & Y6 teachers have trained as a cluster to share experience of moderation at Y2 and Y6 in Summer term 2016. • RAISE Data – Summary data shared. Main highlights including strengths and areas for improvement will be presented at the full governing body meeting. • Pupil Premium – Gaps have been identified and specific intervention put in place. Significant progress was made but the gap still hadn't closed by end of Summer term 2016. 	

9	Attendance & Admissions: <ul style="list-style-type: none">• Attendance is 97.1% and registers are updated twice daily.	
10	Date of Next Meeting: 21/02/17 at 18:00	