

WESTGATE PRIMARY SCHOOL

MINUTES OF THE PUPIL SUPPORT COMMITTEE MEETING HELD ON TUESDAY 25TH JUNE 2018

Present: Helen Carpenter (HC); Sarah Mumford (SM); Daniel Hackney (DH), Vicky Mirfield (VM) & Jane O'Kane (JO'K)

Item	Minutes	Action
1	Apologies: Ann Hodgson; Rob Wilks	
2	Minutes & Matters Arising: <ul style="list-style-type: none"> Minutes from the last meeting approved CEM tests discussed for September start. 	
3	Policy Review: History <ul style="list-style-type: none"> Approved. Assessment <ul style="list-style-type: none"> To be ratified at a later date once the assessment calendar is updated and will include governors' roles in assessment. Anti-racism <ul style="list-style-type: none"> N/A - Changed to become part of the Equality Policy- see HIRS below Art & Design <ul style="list-style-type: none"> Approved – minor grammatical changes. CLA <ul style="list-style-type: none"> Currently no children 'Looked After' but policy ready if a child joins us who is looked after, or a child on roll becomes looked after. PE <ul style="list-style-type: none"> Approved – HH highlighted key areas which have changed which was useful. Equality Action Plan <ul style="list-style-type: none"> Shared with governors. Hate Incident Reporting Procedures <ul style="list-style-type: none"> Hate Incident Log created so governors have a summary of incidents and type of incident. This should improve HT reporting. The Procedure was approved (Leeds' scheme) This is an identified action on the Equality Action Plan Home School Agreement <ul style="list-style-type: none"> Approved – slight changes made. Learning & Teaching Hours <ul style="list-style-type: none"> This was discussed briefly. It was agreed that this would become an appendix to the 'Curriculum Learning & Teaching Policy' and so could be reviewed annually as part of that policy, rather than reviewed separately going forward. Registration time has been included in the learning and teaching times as this is used for feedback response time. Transition Policy <ul style="list-style-type: none"> Discussed at extended services cluster. Model cluster policy adapted to meet specific needs of Westgate. To be signed at FGB. Creative Arts Policy (not on agenda) <ul style="list-style-type: none"> Approved – slight changes made. 	
4	SIP: Priority 1: To improve outcomes for PP children <ul style="list-style-type: none"> All outcomes not in yet; mixed picture, dependent on each child's additional needs. Request that a key be added to data outcomes reports which explain assessment abbreviations. 	

	<ul style="list-style-type: none"> • HC gave summary of PP data at KS1 and a summary of overall KS2 data (with comments on PP pupils). PP data for phonics in Y1 and Y2 are in line with the whole cohort. • PP data at end of KS1 varies across Reading/ Writing/ Mathematics. 50% (2/4) of children reached at least the expected standard in Reading, 25% in Writing, and 75% in Mathematics. 25% of PP children achieved greater depth in Reading. • PP data at end of KS2 is improving, with 50% (2/4) achieving RWM combined. This is however below the whole cohort (72.4%). <p>Priority 2: To further improve outcomes in writing across the school DH gave answers to the questions on the agenda. All questions have had work on them and all show progress.</p> <ul style="list-style-type: none"> • Have scrapbooks been introduced/ How is progress coming along? <i>Scrap books introduced to "file" the working wall learning points/ misconceptions</i> • What does a good teaching sequence look like? Any work on this? <i>Discussed SIA Meeting (Trish Lawson) with HT as they observed work on 6th June 2018. TRG in Y3/4 had focused on this in the last term with good results and improved teacher knowledge.</i> • GDS exemplification introduced to staff through staff meeting? <i>This has taken place. Progress measures discussed in writing (e.g. GDS exemplification etc.)</i> • <i>Updated progress sheets</i> <p>Priority 3: To implement the new PSHE scheme of work and Mindmate lessons</p> <ul style="list-style-type: none"> • PSHE & Mindmate lessons are taking place – may be awarded the Mindmate Award. <p>Priority 4: To ensure that assessment in foundation subjects supports a rich and varied curriculum</p> <ul style="list-style-type: none"> • Assessment in Foundation subjects to be reviewed as current system agreed not to be meeting needs. <p>Middle Leaders Meeting – JO'K reported on the final celebration event in which teachers who had worked on developing their middle leadership skills with Trish Lowson. It showcased lots of professional learning for the middle leaders.</p>	
	<p>SEN & Disabilities</p> <ul style="list-style-type: none"> • BSquared data is showing an increase in achievement for writing, and the largest % increase across the term was seen in writing. This is contrast to earlier data in which writing was the weakest area for progress with BSquared. • 80% of children achieved 2 or more of their outcomes last term. • SENDIF funding has been achieved for 2 children in Nursery & hopefully EYFFI funding achieved going forward for one of those children in our Reception. • Intervention data shows that most children are achieving their target outcomes for that intervention. • Intervention sheets show teachers have good knowledge of the progress that children are making as a result of specific interventions. • Transition is well underway for all vulnerable children. 'This is Me' sheets are being sent to the parents of all SEN and LAC pupils next week. • MC is reviewing the Behaviour Policy which so far has been met positively by staff. Further work on this is planned for this week's staff meeting. • Unfortunately FFI Funding deadline date has been changed from November to July for existing children on roll, which is in the busiest time of year! • SEN Governor's report will be sent to JO'K in the next 4 weeks. <p>Children Not Receiving Intervention at Risk of Not Achieving ARE</p> <p>Maths:</p> <ul style="list-style-type: none"> • Targeted 1-1 support in lessons from Teacher / TA. • Live marking with same day intervention if necessary. <p>English:</p> <ul style="list-style-type: none"> • Live marking with emphasis on targets, including SPAG. • Rota basis of handwriting intervention. • Targeted 1-1 support at key times during the lessons. 	

	<ul style="list-style-type: none"> Where required, structured 1-1 support during QFT. Small step instructions including one stop at a time sentence writing. <p>Reading:</p> <ul style="list-style-type: none"> Regular refreshing of book band books so there are always new books to choose from. Reward system in place for children in the class who read 3x a week at home. 1-1 weekly reading for all these children in school. <p>Book Look (25/05/18)</p> <ul style="list-style-type: none"> Identified many strengths and suggested areas for improvement. Number and letter formation was an area identified for improvement last time. There was evidence that both number and letter formation have been consistently corrected. Intervention outcomes tie up well with 'Learning Passport' outcomes. Follow-up actions agreed – staff meeting complete on different strategies to support different learning needs. 	
5	<p>General Business:</p> <p>Pupil Behaviour</p> <ul style="list-style-type: none"> Pupil at the Orchard Centre is making good progress with managing emotions – transition into KS2 is on-going but working well. Pupil in Y1 has an individual plan – progress is being made. <p>School Council HC shared minutes from the meeting: change of peer mediators; planning KS2 quiz; improving quality of resources in fitbods.</p> <p>School Lunches No issues</p> <p>Teaching & Learning</p> <ul style="list-style-type: none"> EYFS Risk assessments in place, updating required when new equipment is introduced (i.e. wagon from the carnival) PE Funding HH has organised a comprehensive programme of activities for Health & Well-being Fortnight. <p>Equalities Review</p> <ul style="list-style-type: none"> SEN Update MC informed the chair of current interventions and progress of SEN pupils. A report will be produced before the end of term. <p>Safeguarding 2 referrals made to social care; Decision to take no further action by Children's Social Work Service.</p> <p>Attendance Good</p>	
6	<p>AOB: None</p>	
7	<p>Date & time of next meeting: To be confirmed at FGB 28/06/18</p>	