#### **WESTGATE PRIMARY SCHOOL**

# MINUTES OF THE PUPIL SUPPORT COMMITTEE MEETING HELD ON THURSDAY 21<sup>ST</sup> SEPTEMBER 2017:

**Present:** Helen Carpenter (HC); Jane O'Kane (JOK); Sarah Mumford (SM); Rob Wilks (RW) & Ann Hodgson (AH).

Item	Minutes	Action
1	Apologies:	
	N/A	
2	Minutes & Matters Arising:	
	An update was provided by HC.	
3	Policy Review:	
	Leeds Admission Policy	
	For information: Sept 2018 is a predicted higher birth rate year for Otley which could cause issues for some families, although there is expected to be some surplus capacity in neighbouring Pool & Bramhope. It is thought Westgate will be full again, including 17 siblings.	
	This is a set policy from LCC and it was voted to be adopted.	
	SEN Policy	
	Will be reviewed in March (yearly review)	
	<ul> <li>Model Policy and Protocols for governor visits to school</li> </ul>	
	Discussed and adopted.	
	Attendance Policy	
	To be reviewed next meeting (last reviewed November 14).	
	Child Protection Policy	
	Formulated by local authority and adopted. E-Safety and AUP were reviewed and adopted.	
	SRE Policy	
	To be reviewed every 2 years. Adopted by Committee.	
	Q: "How many parents come to meetings?"	
	A: Less than 5.	
	WOOSH Policy	
	Reviewed in light of changes this year including the times, ages and staff qualification requirements which are needed by law (EYFS statutory guidance in relation to children aged 3-4 in Nursery). Morning charges have changed due to the increase in session time, and school has registered with	

	the HMRC for the tax-free childcare scheme. This policy was adopted and	
	will be reviewed each year.	
4	SIP:	
	To improve outcomes for PP children	
	A session with all staff on the training day about PP has been held, to explore why this group is a focus nationally and for our school, and the characteristics of individuals in this group at Westgate. Staff discussed together who the PP children are and what their strengths and areas for development are. It was agreed to prioritise these pupils for interventions that will maximise progress. The spending plan for last year has been evaluated; the plan for this year is being set and will be reviewed at every Pupil Support Sub-Committee going forward.	HC
	ACTION: Pupil Premium Provision and Outcomes to be a standing agenda item going forward	
	To further improve outcomes in writing across the school	
	DH led a session to develop teacher subject knowledge in grammar and punctuation. There is a planned programme for staff throughout the year.	
	To implement the new PSHE scheme of work and Mindmate lessons	
	JHat has led a staff meeting to review the new scheme of work with staff, after all teachers had trialled a unit in the summer term 2017. The meeting then focused on introducing the Mindmate lessons and exploring the resources.	
	<ul> <li>To ensure that assessment in foundation subjects supports a rich and varied curriculum</li> </ul>	
	All subject leaders have reviewed and renewed their action plans. This term, all subject long term plans are being updated to include assessment foci for each unit of work. The aim is to ensure that the balance of teacher time is focused on teaching and learning and that assessment complements rather than detracts from that.	
5	General Business:	
	Agree terms of reference	
	<ul> <li>Commented that this would be useful in the Governors Pack. The document was completed.</li> </ul>	
	<ul> <li>HC to send out the website statutory list to all committee members.</li> <li>All committee members to check website and report back at next committee meeting.</li> </ul>	HC, ALL
	Pupil Behaviour/ Teaching and Learning: (Assessment of recent progress and any issues)	
	<ul> <li>One pupil in Y2 requires safe handling due to SEMH difficulties.         Team Teach Training took place on 11/09/17 for all Y2 staff, all leadership team staff, the SENCo and learning mentor. An individual pupil risk assessment (IPRA) and safe handling plan is in place for this pupil.     </li> </ul>	

### Review of data headlines including end of key stage SAT results

 Writing results at KS2 were disappointing, despite pleasing progress being made across Y5/6, but results in Reception, Y1 and Y2 are very positive. Full analysis will be presented at the full governing body in November.

## Partnership work

 The school has been allocated a new educational psychologist and a new speech and language therapist. Both have made very positive first impressions.

#### School council: progress and achievement update

The new school councillors will be voted in next week. The committee would like to link with the council via its minutes going forward. The head teacher will liaise with Jane Hopkins (School Council lead) about this.

HC, JHop

## School lunches: assessment and update on any concerns

 Changes have been made to kitchen staff by Leeds Catering Agency but the standard is still excellent.

## Equalities review:- provision for SEN pupils (G&T, requiring support, autism spectrum top-up funding)

 Update from SENCO – New Educational Psychologist and Speech & Language Therapist. Planning to allocate time will done carefully as there are less allocated EP hours now due to cluster funding for this ceasing.

#### **SENCO Report (Via JOK):**

"Interventions are just about up and running - we are looking for more training from SaLT to support with some of the speech programmes but otherwise they are all in place.

"We have a new EP and SaLT this year which is disappointing but having met the new EP I (MC) have been really impressed. We have a much reduced number of EP Hours this year so careful planning will be needed. I am meeting the SaLT for the first time next Friday.

"Members of staff have already had Team Teach training this year to support a boy in year 2.

"The first SEN Learning passport meeting took place yesterday so all Learning Passports/B Squared documents and Progression Framework documents are in place for the coming term.

"FFI funding will be 3 repeat applications for children in review years and 1 new one for a boy in Reception."

#### **Children Looked After**

We have 9 children who have been adopted from care on roll and these children are all high priority for continuing work with the Learning Mentor.

#### **Ethnic Background Mix**

Committee

	School's ethnicity remains very narrow.	
	EAL	
	One child in on roll in Nursery with Vietnamese as a first language. She was on roll last academic year but has returned after an extended holiday in Vietnam.	
	Meeting Children's medical needs	
	Action point – to review and adopt the policy in November's meeting	
	Safeguarding: - status and any issues (prevent, policies and secure school)	Committee
	All policies in place. Additional safeguarding training has been booked as highlighted on the annual safeguarding return:	
	16/01/18 Child Sexual Exploitation	
	28/06/18 Female Genital Mutilation	
	Website Information- status check (is everything that has to be there in place?)	
	ACTION: to look at next meeting- see above.	
	Plan future governor visits to school each half term – subject leader action plans - see suggested monitoring sheet	
	JOK has planned a series of visits focusing on key areas. To be agreed in full GB meeting.	
6	AOB:	
	N/A	
	Date & time of next meeting:	
	Wednesday 22 <sup>nd</sup> November 2017	