

WESTGATE PRIMARY SCHOOL

MINUTES OF THE PUPIL SUPPORT COMMITTEE MEETING HELD ON THURSDAY 21ST 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: <ul style="list-style-type: none">Leeds Admission Policy <p>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.</p> <p>This is a set policy from LCC and it was voted to be adopted.</p> <ul style="list-style-type: none">SEN Policy <p>Will be reviewed in March (yearly review)</p> <ul style="list-style-type: none">Model Policy and Protocols for governor visits to school <p>Discussed and adopted.</p> <ul style="list-style-type: none">Attendance Policy <p>To be reviewed next meeting (last reviewed November 14).</p> <ul style="list-style-type: none">Child Protection Policy <p>Formulated by local authority and adopted. E-Safety and AUP were reviewed and adopted.</p> <ul style="list-style-type: none">SRE Policy <p>To be reviewed every 2 years. Adopted by Committee.</p> <p>Q: “How many parents come to meetings?”</p> <p>A: Less than 5.</p> <ul style="list-style-type: none">WOOSH Policy <p>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</p>	

	the HMRC for the tax-free childcare scheme. This policy was adopted and will be reviewed each year.	
4	<p>SIP:</p> <ul style="list-style-type: none"> To improve outcomes for PP children <p>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.</p> <p>ACTION: Pupil Premium Provision and Outcomes to be a standing agenda item going forward</p> <ul style="list-style-type: none"> To further improve outcomes in writing across the school <p>DH led a session to develop teacher subject knowledge in grammar and punctuation. There is a planned programme for staff throughout the year.</p> <ul style="list-style-type: none"> To implement the new PSHE scheme of work and Mindmate lessons <p>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.</p> <ul style="list-style-type: none"> To ensure that assessment in foundation subjects supports a rich and varied curriculum <p>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.</p>	HC
5	<p>General Business:</p> <p>Agree terms of reference</p> <ul style="list-style-type: none"> Commented that this would be useful in the Governors Pack. The document was completed. HC to send out the website statutory list to all committee members. All committee members to check website and report back at next committee meeting. <p>Pupil Behaviour/ Teaching and Learning: (Assessment of recent progress and any issues)</p> <ul style="list-style-type: none"> 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. 	HC, ALL

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