

**ROCKMOUNT PRIMARY SCHOOL**  
**MINUTES OF THE PARENT/CARER FORUM MEETING 27<sup>th</sup> September 2024 at 9am**

Attendees:

**Parent/Carers:** Karen (Co-Chair / Turquoise), Clare (Opal), Jessica (Crystal), Lesley Baer Took (Quartz),

**School:** Helen (Headteacher), Jennie Gilbertson (Business Manager)

Item	
1.	<p><b><u>Introduction</u></b></p> <p>Karen welcomed all the new parent/carer representatives and thanked them for signing up. Helen Carvall introduced Lucy Toop who attended as the representative of the Board of Governors. HC noted that Lucy and Russell Whitehead are going to share attendance as the parent governor representatives on the forum.</p>
2.	<p><b><u>Chair / Co Chair Nominations</u></b></p> <p>Karen explained that she would need to step down as co-chair of the forum and as David had also had to step down at the end of last year we were seeking a chair or pair of representatives who could support the forum.</p> <p>Jessica and Lesley volunteered to share the role.</p> <p><b>Action:</b> Any other representatives inserted in the role should contact Karen. If we receive more than two nominations we will draw names from a hat.</p>
3.	<p><b><u>Parent / Carer Forum Communication</u></b></p> <p>Karen asked for views on how best to manage correspondence amongst forum representatives. She recognised that whatsapp was the primary channel of correspondence and that often messages were before 8am and after 8pm.</p> <p>The group agreed to move the majority of comms (agenda topics, sharing ideas, etc.) to email with the whats app group being saved for one way comms, last minute messages, notification of non-attendance.</p> <p><b>Action:</b> Jennie to set up new school emails for all new representatives. FAQ's to be added to the school website in due course.</p>
4.	<p><b><u>Redesign of the Parent /Carer Forum Protocol</u></b></p> <p>Clare explained that a small group of representatives had updated information about the parent/carer forum on the school website in response to findings from the Improving Representation survey conducted at the end of the 23/24 academic year that parent/carers didn't understand the purpose of the forum.</p> <p><b>Action:</b> Clare to send around revisions to the parent/carer forum protocol to all class representatives for comments.</p>

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5.	<p><b><u>School Development Plan</u></b></p> <p>The Head shared the school development plan with class representatives. She explained that the development plan has three priority targets which have been developed by senior leaders and the school governors as a focus for this academic year.</p> <p>1) <b>Inclusion, equality and diversity</b> – focus this year will be on SMSC and the school is continuing to work towards the SMSC award. They are looking at personal development for all within the school and will continue to embed the Rockmount school values through work in PHSE lessons, circle time and assemblies. They will continue to strengthen and develop links with schools abroad and work towards the next part of the British Council International Award</p> <p>2) <b>Staff development</b> – School has a stable and well-trained staff but they have identified opportunities to develop a more sustainable approach to development and intend to implement a coaching culture. They will be looking to train senior leaders in coaching to build a more long-term development and sustainable training culture within the school. The desire is to build a teaching culture where all staff feel more able to take greater risks/opportunities, implement new initiatives and try new things.</p> <p>3) <b>Creative and competent</b> – The school has recently changed the way in which the SLT are working. Previously they had phase leaders covering year groups but they have moved to a school wide leadership model for STEM and Humanities to push through the strength of the curriculum subjects. This will give some of the school leaders greater leadership responsibility and development opportunities</p> <p>At each parent forum throughout the year there will be a presentation on each of the key areas within the development plan.</p>
6.	<p><b><u>Zones of Regulation</u></b></p> <p>HC confirmed that the school had introduced Zones of Regulation as a whole school wide strategy. They are common in many schools. Staff received training from an educational psychologist last year. The children have been introduced to it in assemblies and circle time and posters will be made available to parents online.</p> <p>Class by class and year by year the strategies they introduce are different but the school will be using a common language.</p> <p>The school would be keen for parents to engage with the theory and support understanding and use at home. It is designed to help children to have a common language that they can use with adults to explain how they are feeling – and then introducing appropriate ways to manage their emotions in an appropriate way in the school environment.</p> <p>A parent/carer guide will be made available on google classroom and the school website.</p> <p>The wellbeing ambassadors are taking a role in supporting the implementation of the zones of regulation. The peer mediators are being trained in the language so that they can use this to support discussions and embed consistency.</p>
7.	<p><b><u>Outdoor Environment</u></b></p> <p>Helen noted that the school outdoor environment has been an important feature of school life and the curriculum offer for many years and will continue to be so. The edible garden will be 10 years old this year which started as a result of a healthy eating initiative and is now an environment in which children can learn new skills and about the food they eat. Wendy the</p>

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	<p>gardener works 2 days a week and during these days she encourages children to get involved at lunchtimes as well as taking kids out during the school day.</p> <p>Helen asked that class representatives promote the monthly school community gardening days amongst class groups. They are a great opportunity to bring the school community together. Helen has asked Grace Bartlett to come along to the next event to put on some activities for the children and a willing parent is going to take on the cooking – but they are always looking for volunteers to help on the day or support garden maintenance.</p> <p>Helen noted that the school has also recently employed a retired colleague on a part time basis to support animal welfare. It is important that the animals remain a teaching opportunity and the animal welfare officer will introduce a programme of activity to teaching the Eco Warriors how to feed, clean and look after the animals.</p> <p>Helen reminded the forum that chicken eggs are on sale in the playground every Friday and all money raised goes into animal welfare.</p>
8.	<p><b><u>AOB</u></b></p> <p>Class representatives were asked to promote the Easy Fundraising browser extension amongst class groups. It is easy to install and does not cost anything. The school has raised £500 so far but is trying to drive up the number of supporters. All money raised goes into the Rockmount Friends and Community pot for school development.</p> <p><b>Action:</b> All class representatives to sign up as a supporter and promote across class groups.</p>
	<p><b>NEXT MEETINGS</b></p> <ul style="list-style-type: none"> <li>● 29<sup>th</sup> November 2024</li> <li>● 24<sup>th</sup> January 2025</li> <li>● 14<sup>th</sup> March 2025</li> <li>● 2<sup>nd</sup> May 2025</li> <li>● 27<sup>th</sup> June 2025</li> </ul> <p>All meetings will start at 9am and convene in the after school club area.</p>