

ROCKMOUNT PRIMARY SCHOOL
MINUTES OF THE PARENT/CARER FORUM MEETING 24th January 2025 at 9am

Attendees:

Parent/Carers: Lesly (Co-Chair / Quartz), Jessica (Co-Chair / Crystal), Siobhan (Quartz & Ruby), Carolina (Emerald), Rachi (Onyx), Olivia (Topaz), Sally (Sapphire), Kate (Zircon), Helen (Moonstone), Caroline (Opal), Karen (Turquoise), Katie (Onyx)

School: Helen (Headteacher), Jennie (Business Manager), Amber (Deputy Headteacher), Ana (RCC Manager)

Item	
	<p><u>Introduction</u> Lesley welcomed everyone to the meeting and explained that we have decided to add two standing items to the agenda for each meeting – Safeguarding and Health and Safety. This is a measure of good practice which replicates the agendas of all school-based meetings.</p>
1.	<p><u>Safeguarding</u> Helen advised that safeguarding is a standing item for all meetings in school and that termly DSL (Designated Safeguarding Lead) meetings take place to discuss and update any concerns. There are currently 9 DSL's in school which ensures there is always someone on site so that any safeguarding concerns are dealt with promptly. Donna, the Assistant Headteacher, has the lead focus with Safeguarding and this is addressed widely through the curriculum – specifically PSHE. There are themes in assemblies: for example, online safety or being safe on the streets which tie into the Rockmount school values. Children also add information to the class floor books which relates to the thematic assembly and circle time themes and to the Zones of Regulation. All staff complete annual safeguarding training in September at the start of the academic year.</p>
2.	<p><u>Health and Safety</u> Helen began by explaining about the scaffolding that had been put in place at the front of the school. This is to replace the guttering around the premises and has been implemented by the Local Authority at no cost to the school. Meetings took place between Croydon Council and the school and all risk assessments were completed prior to the start of the works.</p> <p>Helen then moved on to speak about evacuation procedures and information about a revised Lockdown Policy that will be put in place in the coming month. The school has had a Lockdown alarm system installed for several years and the policy has now been revised. It was explained that a lockdown is an 'evacuation in' process, whereas a fire alarm is an 'evacuation out' process. When the alarm has been activated, it has a different sound to a fire alarm and staff will be informed via an app that a lockdown is in place. The school is required to do a practice drill to explain the different sound to the children and this will be a gradual process, along with informing staff of the new policy and how to react to it.</p> <p>Question: Will parents be informed when a practice drill will take place?</p>

Item	
	<p>No need to advise parents as the school do not do this for fire drills, specific children who have one to one care may be informed if the need is required.</p>
3.	<p><u>Rockmount Children’s Club</u> Ana, the RCC manager advised on the application process to the club. RCC follow the same criteria as the LA admissions process, therefore priority is given to looked after children, previously looked after children and those with siblings already in the club. Thereafter, places will be allocated on a first come, first served basis. Children will then be placed on a waiting list until a place becomes available. Ana explained the difficulty in allocating places for each year group and that safeguarding is the top priority to ensure the child to staff ratios are adhered to. For example, if a child is year 6 leaves the club, they may not be able to replace with a reception age child because they would be in a different location in the school and require a higher staffing ratio.</p> <p>All information regarding RCC is on the website under the Parents and Community tab.</p> <p>Question: Have the school looked into the government’s Free School Breakfast Club which parents can access from September 2025?</p> <p>Croydon LA have asked schools to complete an initial expression of interest as there is limited funding. A decision has not yet been made as to how Rockmount could accommodate additional children on site for this proposal.</p>
4.	<p><u>After School Activity Clubs</u> Ana explained that the description of the current clubs can be found under the Parents and Community tab on the school website. The clubs run every half term for 5 sessions and are run by school staff, parents/carers and specialist teachers/coaches. A letter is sent out in the last week of term with a timetable of activities for the next half term and the date they are released on ParentPay. All clubs are run on a first come first served basis and must be booked and paid for on ParentPay in advance.</p> <p>Question: Can SEN, EHCP and LAC children be given priority for the clubs?</p> <p>This prompted a long discussion about ways that would be a fair consideration for all pupils in school. If these criteria were put in place, it would limit the access for all children. Many suggestions were discussed but it was agreed that the process would become very complicated and would still create a fairness/unfairness aspect for the children.</p> <p>Question: Can parents request space for a club as a volunteer?</p> <p>We would encourage parents to please get in touch with suggestions of any clubs that they would like to be involved with and we can discuss this further.</p>
5.	<p><u>Fundraising</u> Item moved to the next meeting. Current class reps asked to speak to other parents to get involved and attend the next forum meeting in order to get more support for the RFC. Suggestions for fund raising: hot chocolate with marshmallows in the winter, further cake sales by year group as a possibility.</p>

Item	
6.	<p><u>Playground Equipment</u> Item moved to the next meeting.</p>
7.	<p><u>Updates</u> Helen advises that she has spoken to Mr Morrison who is the Headteacher at Kingsdale Foundation School. He advised that an Ofsted outstanding school cannot feed into Kingsdale, their admission criteria with Southwark changes in September 2025 and they already have a number of designated places with other schools. Helen looked at the last 3 years of data and advised that of 180 pupils, 22 went to Kingsdale and 72 went to the Norwood School.</p> <p>Attendance – Item moved to the next meeting</p>
8.	<p><u>FAQ's</u> The first draft is currently being reviewed and will be added to the school website in due course.</p>
	<p>NEXT MEETINGS</p> <ul style="list-style-type: none"> ● 14th March 2025 ● 2nd May 2025 ● 27th June 2025 <p>All meetings will start at 9am and convene in the After School Club room.</p>