

ROCKMOUNT PRIMARY SCHOOL

MINUTES OF THE PARENT/CARER FORUM MEETING 2nd May 2025 at 9am

Attendees:

Parent/Carer Reps: Lesley Baer-Took (Co-Chair / Quartz), Jessica (Co-Chair / Crystal), Siobhan (Quartz & Ruby), Olivia (Topaz), Sally (Sapphire), Alex (Emerald), Kate (Zircon), Helen (Moonstone), Caroline (Opal), Katie (Onyx), Clare (Opal), Karen (Turquoise), Dionne (Pearl), Corinne (Pearl), Eloise (Moonstone)

School: Helen Carvall (Headteacher), Jennie Gilbertson (Business Manager), Viv Bull (Deputy Headteacher)

Item	
1.	<p><u>Safeguarding</u></p> <p>A 'Safeguarding Showcase' is being planned for June to share the many ways in which the Safeguarding Curriculum is taught in school. Forum representatives have found the additional safeguarding information shared at each meeting to be insightful so a showcase is planned to ensure the wider school community have an opportunity to share similar information. The eight Designated Safeguarding Leaders will each plan a stall or activity to demonstrate different areas of safeguarding – NSPCC Pants Rule, Safeguarding Curriculum in PSHE and Floorbooks, Stranger Danger etc. We hope that Croydon LA officers will support the event too and provide information for parents/carers regarding online safety, misogyny etc.</p> <p>Olivia Jackson provided the Forum with an update on her role as Parent/Carer Governor as she has taken the statutory role of Governor Lead for Safeguarding alongside another longstanding governor, David McDonald. Olivia reported that she had attended a meeting to look at the school record keeping for Safeguarding which she had found very impressive as part of the robust safeguarding agenda in school.</p>
2.	<p><u>Health and Safety</u></p> <p>Risk assessments to the school playground equipment were carried out over the Easter break and essential repairs have been carried out. When considering the link work the Forum reps are doing to support RFC with fundraising, it should be noted that the trim trail equipment will need to be replaced during the year ahead.</p> <p>Following the discussion at our meeting earlier in the year, the lockdown system was introduced to children during the weekly assembly focus as one of the ways in which we all work to keep everyone safe. Pupils listened to the alarm sound during their classroom circle time on Tuesday and discussed what actions are taken on hearing this – following staff instructions and staying in their classrooms.</p>
3.	<p><u>Fundraising</u></p> <p>Viv Bull provided an update to the Forum following the extensive discussions around fundraising and support for the RFC at our last meeting.</p> <p>A meeting was held on March 28th and a list of fundraising events was created:</p> <ul style="list-style-type: none"> • Cake sales (first one scheduled for May 23rd) • Bike and scooter parades • Christmas Cards designed and sold by children • Bingo – allocated to the Autumn Term • Quiz – parents have already kindly offered to plan this. Possibly to be held in school rather than a local café as it will facilitate more participants/teams

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	<ul style="list-style-type: none"> • Pantomime – produced by our talented school parent/carers • Movie nights (Year1 and 2 planned for Friday May 16th) • Disco Nights • Summer Fair <p>After much discussion, it was agreed that each Forum representative would speak with their class to encourage one person from each class to act as a 'RFC Point of Contact' for their class. This will hopefully enable us to replicate the successful format of the Parent/Carer Forum for the RFC to create a sustainable framework and enable parents/carers to then be able to organise events in year groupings, volunteer to support any specific fundraising event throughout the year etc. Clare (Opal) and Helen (Moonstone) also volunteered to be a link member between the Forum and the RFC as we move forward.</p>
4.	<p><u>School Trip Letters</u></p> <p>It was suggested that a standardised template letter should be produced to be used for communication about all school trips.</p> <p>Lesley Baer-Took agreed to work with Helen Carvall on this and it will be agreed at the next meeting.</p>
5.	<p><u>Governors' Annual Review Publication</u></p> <p>A query was raised regarding the printing and circulation of the Governors' Review which has been produced annually in recent years.</p> <p>This had been reviewed by governors at a recent meeting. Governors decided not to publish the review this year. Due to the detail in our half termly newsletters and the scope of the school website, it is felt that the review has become a summary of the events we have already communicated. Whilst the document is a wonderful PR tool, the school does not suffer from falling numbers and the cost of producing the document in time and fees is considerable.</p>
6.	<p><u>Homework and Spellings</u></p> <p>Previous requests have been made for spellings and homework to be available on Google Classroom in a timely manner.</p> <p>It was agreed that all year groups will publish homework and spellings on Google Classroom in advance for the half term ahead.</p>
7.	<p><u>FAQs</u></p> <p>The FAQs have been edited and are now uploaded to the Parent/Carer Forum page of the school website.</p>
8.	<p><u>AOB</u></p> <p>Reps expressed the positive reaction in the school community to the school proposal to open and Early Years After School Club. This will create 32 places to help to meet the demand particularly for reception age children.</p>
	<p><u>NEXT MEETING</u></p> <ul style="list-style-type: none"> • 27th June 2025 <p>All meetings will start at 9am and convene in the After-School Club room.</p>