

City of Rochester School Parent Advisory Group Meeting Minutes

3rd December 2020 – Meeting No. 1

Membership: Parents – 2 from Upper School and one from Lower School (one parent sent apologies)
 Alicja Emmett – Headteacher
 Kelly Lovell – Assistant Head Pastoral, Welfare and Inclusion
 Alison Barton – Pupil Wellbeing

Topic Discussed	Ideas/actions
Agenda Item 1. Policy update – Relationship and Sex Education	Parents had been sent the policy in advance. Alicja put the policy into context and provided a brief overview of the requirements from September '20. Parents liked the fact the topics that would be covered in key stages were outlined. Alicja explained that consideration would be given to pupils ages, emotional and cognitive ages and abilities, thereby tailoring the programme to individual needs of the child. Parents agreed this was important. Parents requested materials be shared with them, so they could access key/sensitive topics with their child. It was agreed to put the links to additional materials and resources on the policy so parents could access this.
Agenda Item 2. COVID and Health and Safety Arrangements	Parents felt the school was doing what it could do keep pupils and the school community safe whilst at school. Parents had concern over the LA transport. Taxis are a concern to parents due to two drivers testing positive. They are not happy how the first incident was handled by the LA. They know it is not in the schools' control but feels it affects their child feeling comfortable about getting in one and influences their anxiety whilst in school. One parent feels she may have to bring her child in as he is refusing to get in the taxi once his current isolation is over
Agenda Item 3. Online Safety	Alicja explained that the school had achieved its National Online Safety Certificate and asked parents if they were still receiving the Wake-Up Wednesday Alerts from the National Online Safety Portal. Parents were not aware of receiving them. It was agreed that these will be sent out.
Agenda Item 4. Curriculum	Alicja explained that policies and curriculum maps for all subjects are on the website. Parents were very pleased that the experiential curriculum had continued throughout the academic year and congratulated the school on its efforts in making this happen, this curriculum also supported pupils emotional and mental health and being in school all week for full days would be too much for most of our pupils. Some pupils who were isolating were missing their programmes and Alicja assured parents that these pupils would not miss out and that they would have an opportunity to continue these programmes when they were out of isolation.
Agenda Item 5. Wellbeing and Welfare – including Safeguarding	Parents had nothing to raise. Alison and Kelly from the Welfare Team feel that home visits during the height of the pandemic were valuable and helped to build good rapport with the parent/carers. Parents agreed this was helpful
Agenda Item 6. Catch-up Clubs	Only 6 students are currently staying after school to do targeted focused work. It is a good idea as it separates school and home. One parent commented their child will do hands on work at home but refuses to do Maths or English. Alicja explained that this would be promoted again in the New Year and that the school hoped to enlist more pupils.

Agenda Item 7. AOB	
Parental Workshops /coffee mornings	Alicja explained that from January '21, the school would be running parental workshops run by our therapy team. Parents thought this would be a good idea. Offers an opportunity to meet other parents and share ideas. Parents also liked the idea of virtual coffee mornings and would like them to start in the New Year. The welfare team will look into how to do this in the current covid climate and will explore the feasibility of doing this via zoom.
Contact books	Good home/ school communication tool. Mixed reaction as to whether this is being done daily in all form groups. It gives parents an insight on how the day has been for their child. What has gone well and not gone so well. Makes it easier for parents to gauge what kind of evening they can expect. If the parent is collecting the child from the gate this is an opportunity to talk to staff, but those going home in the taxi, parents rely on the contact book or a phone call home. It also allows parent/carers to write a quick note for the staff to read in the morning. Parents feel this is a beneficial resource.
Facebook Page	Parents felt that this is a valuable resource that needs to be utilised better for its community, rather than the website. Add events so it reminds parents what is happening. They will then get reminder feeds. They gave the example of Christmas Jumper day and adding the date and how much the student needs to bring in. Parents can contact each other via this as well. It can also display pictures of events that have taken place places pupils have visited linked to their curriculum. It was agreed that there should be some privacy settings so only our school community has access
Meetings	Parents feel that the meetings should be held once a month. With workshops and coffee mornings held between the meetings. Parents would like the opportunity to network as well. The date of the next meeting will be held on 21st January 2021 at 10:00am and this will be via Zoom. If any of our wider parents/carers would like to contribute towards the next meeting please send in your thoughts and contributions to: Kelly.lovell@cityofrochesterschool.org
ACTIONS:	<ol style="list-style-type: none"> 1. Share resources from the Sex and Relationship Curriculum with parents 2. Update the policy to reflect the changes discussed 3. Wake Up Wednesday Alerts to be sent out to parents 4. Look at creative ways of setting homework – with more practical activities 5. Set up virtual coffee mornings 6. Publish a list of upcoming parental workshops 7. Ensure contact books are always completed 8. Update Facebook page to ensure it is more user friendly, is interactive and is constantly updated 9. Set up monthly Parental Advisory Group Meetings