

 ROOKS HEATH SCHOOL <i>Strive to be your best</i>	PTFA Meeting (held via MS Teams)			
	MINUTES			
	28/09/2021, 6:10pm - 7:30pm			
Chair:	Mrs Manderson, on behalf of Ms Grover			
Attendees:	See separate tab			
Agenda Item	Action Points	Who	Deadline	Completion
1. Welcome by Miriam Manderson	Mrs Manderson, on behalf of Ms Grover, welcomed all attendees.			
2. HT's updates : Miriam Manderson	New term - a good start! The school is fully staffed.			
	Successful Prospective Parents Evening, at which some fantastic speeches were given by our students.			
	Mrs Visram has been fund-raising for the school. We will invest in digital technology. The fund-raising link is still live and open for donations. Also, thanks to Mrs Visram, Barclays awards were given to outstanding students, from the different Year Groups.			
	The pandemic brought many positives to the school. We are now focusing more than ever on attendance and punctuality.			
	Clubs are back, and growing.			
	Off-site activities are also being re-introduced.			
	An E-Safety evening for parents/carers was held recently. Attendance could have been better. We hope to repeat it later in the academic year.			
	Exam results were based on Teacher Assessed Grades. The process was thorough and rigorous, and the final results were good. There has been only one appeal.			
2. Ms Grover	The Easy4U scheme was presented to attendees, which gives schools an opportunity to allow parents to hire or purchase laptops at discounted prices. Feedback was received from the attending parents.			
3. Parent Q & A				
Mrs Balogun	1. Thank you to Mr Williams, for his support with her son			

	2. Due to the fire alarm at lunch time last week, her son was not able to get anything to eat at lunch.			
	3. Son's early lunch pass from last year has not been re-issued, which is causing him some concerns.			
	1. Mrs Manderson: We will pass this on	HG		HG has informed Mr Williams
	2. Mrs Manderson & Ms Grover: Lunch break was extended for Years 8 & 10, allowing them to get something to eat.			
	3. Mrs Manderson: He can use the existing pass. We will speak to his HOY, who will be in touch if this is a problem.	HG		HG referred the matter to Mr Williams. This has been resolved.
Mr Alavi	1. Thank you to Welfare, SEN department and Mr Ring for their support of his Year 7 son.			
	2. CATS - is it possible to receive some feedback?			
	3. SIMS Parent App - issues with getting it set up and running			
	4. Vaccinations - will the older students have access first?			
	5. Year 7 Settling-In Evening - will this be on 5.10.21? Two dates seem to have been communicated.			
	1. Mrs Manderson: We will pass this on	HG		This has been passed on to the relevant staff,
	2. Mrs Manderson: Yes, best to get in touch with Mrs Das or Mr Macaulay or Mr Ring			
	3. Mrs Manderson: We will feedback to Mrs Haines and Mrs Hyde	HG		This has been passed on.
	4. Mrs Manderson: Not yet sure. We will need to wait for further information and guidance.	MSM/JSW		Guidance came through soon after the meeting, and all students were invited to have their vaccinations done.
	5. Ms Grover: The date is 5.10.21.			
Mrs. Rastogi	PE kit: it is possible for students to go back to wearing kit on PE days? As well as convenience, it could reduce exposure to Covid.			
	Mrs Manderson: We will continue the use of changing rooms, as too many students last year were taking advantage and wearing their kit on non-PE days. Students prefer getting changed in changing rooms. The PE department has systems and procedures in place.			
Mrs. Visram	1. Community litter picking is something that she does with a local group. Is this something that could be introduced at the school? Positive impact on the environment, as well as community relations. DoE? Eco / Sustainability Club?			

	2. SIMS Parent App is quite temperamental at times. Was not aware that academic reports can now be accessed in SIMS. No communication had been sent to say that the reports were available there. Happened to come across it by chance.	HG		As above. We will also add this to the communication which accompanies the issuing of Monitoring Reports.
	3. Thanks to Mr Sharp for his work with the Year Group and support of her son.			
	4. Rookery - long lunch queues at times.			
	5. Black History Month - any plans?			
	1. Mrs. Manderson: We will look to see how we can make this work.	MSM?		Year 8 are being primed as the 'Green Team'. It is hoped that they will take on Eco/Sustainability initiatives in the first instance.
	2. Mrs. Manderson: To be followed up with the colleagues who have an overview of the working of SIMS.	HG		As above.
	3. Mrs. Manderson: We will pass this on.	HG		This has been passed on.
	4. Mrs. Manderson: Queues should not be too long. Students are usually able to get through the queues, eat and still have time to socialise.			
	5. Mrs Manderson: Plenty is going on in PSE and History lessons, assemblies and tutor time.			
Mrs. Kaushal	1. Also experiencing issues with SIMS Parent App - signing up/logging in.			
	2. Son is very happy at RHS			
	1. Mrs Manderson: We will refer this to colleagues who will be able to help.	HG		As above.
Mrs. Fernandes	1. Also experiencing SIMS issues. There appears to be a lag of information, as points did not match the points on the report.			
	2. What has been the take-up of the NCFE parent programme, on how to support your children? She took part and found the course was very well done and useful.			
	3. An inspirational song suggestion: 'Get a life', by the group Soul II Soul.			
	4. Logging of homework by teachers in SIMS is a bit hit and miss.			
	1. Mrs Manderson: We will refer this to colleagues who will be able to help.	HG		As above.
	2. Ms Grover will look into this.	HG		This course was introduced by Harrow Council, and was shared with schools. We advertised it via our website and newsletter. The council will know of the uptake.
	3. Mrs Manderson: We will suggest this to Mr Sharp and Mr Pitchforth.	MSM/HG		This has been passed on.

	<i>4. Mrs Manderson: Staff were reminded of this, this morning. Another reminder will be included in the weekly staff bulletin.</i>	MSM		This has been communicated to staff.
Mrs Moses	Teams communication with teachers - why do teachers not always respond?			
	<i>Mrs Manderson: Could be an issue to do with receiving notifications. Also, staff are not expected to be available 24/7. However, staff should respond when reasonably able to. We will remind staff to switch on their notifications. If there is not response after a number of days, please get in touch with the HOY.</i>	HG		This has been passed on to Mrs Hyde, to communicate with staff.
6. Close of meeting: Hareeta Grover	Thank you to everyone who attended and apologies for my technical issues during the course of this meeting.			
	The next meeting will be in school on Tuesday 30th November, 6pm - 7pm. There will be cake!			