

I have not used AI in this assignment.

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Meeting members and agenda

School setting

Members in attendance:

Ria Ratti – Nursery Teacher and Foundation Phase Co-ordinator (FPC)

Megan Ronan – Year 1 Teacher and School's Designated Safeguarding Office (DSO)

Hannah Headon – Year 2 Teacher and Additional Learning Needs Coordinator (ALNCo)

Claire Moonaghan – Family Engagement Officer (FEO)

Agenda for team meeting 24th November 2025

1. The new curriculum – planning and preparing (Ria Ratti, FPC)
2. Reviewing safeguarding policy and procedures (Megan Ronan, DSO)
3. Updating procedures from the ALN Bill – Training (Hannah Headon, ALNCo)
4. Parent partnership and wellbeing (Claire Monaghan, FEO)
5. Preparation new staff induction (Claire Monaghan, FEO, Ria Ratti, FPC, Megan Ronan, DSO, Hannah Headon, ALNCo)

Script

Hello, good morning my name is Claire Monaghan, and I am the school family engagement officer for the foundation phase. I will be talking about how our school works closely to support parents and to promote pupils wellbeing.

Answer to Megan question: I believe the attendance tracking will affect my role. How will this be implemented?

Since the last meeting held, we've come together to promote parent partnership and to enhance not only children's but parents wellbeing too. The school has started to encourage parent drop ins, so a chance to meet and talk with other parents, teachers and staff. As this proves to be most important aspect of children's emotional, mental, social, physical, environmental development is their wellbeing NSPCC (2021) claims. It is important to their development well-being and upholding a holistic outlook on life. Early on leading a balanced and healthful lifestyle is important for their individual wellbeing. The wellness of parents and children is intimately related, and relationships play a big role. For children's wellbeing the quality of relationships including those with peers and family is essential.

I've recently attended an ELSA training according to Palphreyman (2023) to meet the children's emotional needs, the ELSA (Emotional Literacy Assistant) provides specific support programs. It acknowledges that when children's emotional needs are met, they learn more effectively and are happier in school. to create a happy school environment for children and to fulfil their academic, emotional, and social potential. We are aware of the obstacles to education that certain children may face and are able to assist them. We can aid in the emotional growth of children and assist them in overcoming obstacles in life. Additionally, ELSAs will assist children in solving any issues they may be facing.

To support student success according to Morgan (2017) a family engagement officer is essential to strengthening the relationship between families and schools. Enhance behaviour and attendance, work closely with families to resolve problems that impact learning and school attendance, and assist in removing obstacles to education.

To Encourage the well-being of family's resources for mental health, food packages, financial support, and grants for education as my role as an engagement officer as suggested Theplc.uk (2023).

From our last meeting we have now provided a uniform shop which we have had donations of uniforms handed in to help parents. And a food bank which we have

donations for, which we then open on a Friday at 3pm before the parents collect the children from school, which seems to be working well.

As an engagement officer Morgan (2017) suggest creating a connection between the home and the school also promote active parental involvement in their children's education, strengthening the bond between the home and the school.

With the parent drop ins for parents to talk with staff and teachers also even other parents Cary and Webb (2025) suggest this helps then with improving their parenting skills and helping to support their children's learning. Schools can provide learning opportunities for parents, in a lifelong learning perspective. Parental engagement requires much more than attending regular school events. This helps with the involves active collaboration and meaningful involvement in their children's education, creating an environment that values education and supports their learning.

Bronfenbrenner's theory claims that the relationships between parents and children play an important role according to Guy-Evans (2025) parenting that is kind and attentive promotes wellbeing. How ever the relationships among parent, school collaborations, for example children flourish academically and emotionally when parents and educators collaborate.

According to Lee (2025) the most important aspect of early childhood education is confidentiality, which guarantees that private data about children and their families is protected from unwanted access, use, or exposure. Building trust between early childhood educators, children, and their families depends on maintaining confidentiality. Additionally, it guarantees adherence to pertinent laws and rules that control confidentiality in early childhood education, such as the Health Insurance Portability and Accountability Act and the Family.

With regards to our new staff member starting next week, if they have any concerns or see something with regards to the child or any parent communication that they have, then they need to make sure they know the procedures of logging information down, doing logs on our class charts device. How ever if help with school uniform, food bank or advice then please come see me.

To support our new staff, I will introduce myself to the new staff member, so they are aware of who I am and my job role as a family engagement officer. And if they any concerns with the children wellbeing, strategies used to support that pupil and to see me as well as if there are any safeguarding concerns, if Megan is unavailable.

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