



Parent Forum

Terms of Reference

Objective

The objective of the Parish CE Primary School Parent Forum is to facilitate positive and effective two-way communication between parents and the school, providing a channel for communication, feedback and suggestions for improvement. Although it is not a decision making body, the Forum has the opportunity to influence decisions through an open dialogue with the Headteacher. The Parent Forum is a genuine attempt to seek the views of parents and develop a stronger partnership by improving understanding through communication.

Aims

- To promote the partnership between school staff, its pupils and its parents/carers
- To discuss whole school improvements which benefit pupils, parents, staff and the wide community
- To identify and represent the views of the parents on matters affecting the education and welfare of the pupils
- To develop further and improve dialogue between parents and school.
- To meet in a mutually supportive environment.
- For parents' views to impact on school life and decisions made about our school.

It is important to note that the group will not have any statutory responsibilities, duties or powers in the school, but it will help us to communicate more effectively with our parent community and through the meetings, parent views can feed into school decision making. In addition it should be noted that items relating to specific pupils, specific parents or individual school staff which should be discussed one to one with the relevant teacher, Senior Leader or Headteacher as appropriate. The forum will not provide an alternative means to pursue complaints or grievances outside the existing complaints/grievance procedures.

Key Responsibilities of Parent Forum Members

- To attend Parent Forum meetings representing the views of all parents in their respective class.
- To seek feedback and suggestions from as many parents as possible from their respective class
- To inform the wider community of parents on actions taken as a result of ideas and discussion from the Forum.
- To work closely with parallel members to ensure coverage of all parents in that year group.

Membership

- Members to attend one meeting each half term
- At least one of the Senior Management Team (Headteacher or Senior Leader)
- One member from the AAC
- Class rep for each class (relevant parents nominate themselves as class reps as that FOPS AGM).

Meetings

Meetings will be held half-termly on the third Thursday of each half term. Meetings will be held at 9am, 2pm or 7pm. It is the responsibility of the Headteacher to ensure that:

- Meetings are scheduled and times and venues communicated.
- An agenda for each meeting is sent out a week in advance.
- Meetings run to time and active participation is sought from all representatives.
- Minutes are posted to the school website for all parents to view with copies available from the school office upon request.