



PARENT FORUM

WHAT IS A PARENT FORUM?

“The most important factors in improving schools are good teaching and strong leadership. The biggest factor influencing the success of a child is the parents”

(DFCSF guide to setting up a parent council 2007)

By launching a parent forum we can further build on our strong partnership to provide an all-inclusive and approachable school environment for everyone involved.

OUR AIM

To enhance communications between the school and parents and develop an effective partnership by:

- Creating a welcoming school which is inclusive for all parents promoting partnership between the school, our pupils and all our parents
 - Providing a voice for parents on issues that are relevant to them
 - Providing support for our school and a sense of ownership for our parents
- Developing and engaging in activities which support the education and welfare of pupils
 - Providing valuable feedback to the school about a variety of issues from policy making to healthy eating

TERMS OF REFERENCE

SCOPE

The governing body remains the decision making body and provides the strategic leadership of the school whilst the parent forum has a consultative and advisory role.

The parent forum will not be a place for parents to raise personal issues and concerns. Complaints involving pupils or families will not be discussed. If you have a personal concern, please contact the school directly, as we can deal with the issue more quickly for you and your child.

The following are examples (non-exhaustive list) of matters on which the parent forum may consult and advise:

- Parent questionnaires
- Homework
- Uniform
- Security issues
- Policies (e.g. behaviour, marking)
- School meals
- Communication with parents
- School times / holiday dates
- Workshops for parents
- Participation in class learning
- Extra-curricular activities / clubs

MEMBERSHIP

Membership of the parent forum is open to all parents and carers who have a child currently at school

We will aim to have one parent representative from each class/year group

Meetings will be attended by school staff (normally the Head of School) and an assigned governor

In the event that a number of volunteers step forward for the role of parent forum representative, a class parent vote will take place.

The term of office for each member will be one year renewable upon further election

If a parent forum representative acts in a way that is considered by other members to undermine the aims of the parent forum, their membership shall be terminated if the majority of parents agree. Termination would be confirmed in writing by the Chair.



FORUM OFFICERS

Chair and Secretary to be agreed annually at the first meeting each year

QUORUM

There is no maximum or minimum number of representatives required for a meeting to go ahead

Decision making / voting is not currently part of the parent forum remit

MEETINGS

Meetings to be held termly at the school and to last approximately one hour

Extraordinary meetings can be called if required at request of Head of School or assigned governor

Date to be agreed at previous meeting and clearly communicated on the minutes and on the website

Structure of meeting to be:

- Agree minutes from previous meeting
- Review actions from previous meeting
- A main area of discussion per meeting (decided upon at the previous meeting)
- Agree focus for next meeting
- Agree date for next meeting

Meetings will be conducted in a positive spirit, be constructive and solution focused.

All meetings will be minuted and these will convey content and outcomes of meetings but not identify individual views. A copy of the minutes will be provided to the Head of School for approval before publication. They then will be made available to the whole school community on the school website.

“Golden Rules” for all members to observe during meetings:

- Respect confidentiality and never name individual teachers, pupils, members of staff or other parents
- Support and be guided by the Chair of the meeting
- Keep to time and the agreed agenda
- Attempt to keep individual contributions brief
- Respect others opinions and ideas by letting them finish without interruption

Role of Chair

The Chair will lead the forum, liaising with Head of School to set the agenda and circulate to reps, chair meetings, represent the group to the Head of School/governors, sign off on minutes and ensure the parent forum keep to the terms of reference and adhere to the Golden Rules.

They will positively promote the role of the parent forum.

Role of Secretary

The secretary will take the minutes of each meeting. These will then be shared with the Chair and Head of School for approval (within 14 days of meeting). The secretary will be responsible for collating and photocopying any documentation to be used at meeting using school resources.

Role of Reps

The agenda will be shared at least 7-14 working days in advance of the proposed meeting. Each rep is expected to seek feedback/ideas and suggestions from parents, in relation to the agenda, in advance of the meeting. Reps are expected to attend each meeting. Reps are encouraged to fully participate in discussions and positively represent the views of their class/year group.