



## The Parent Forum Terms of Reference

### Membership

We will aim to have one named parent representatives for each class.

All meetings are open to all parents who wish to attend.

There will be at least one member of the school staff present.

We will aim to ensure that parent/carer minority groups are represented or their views are shared at the meetings.

### Forum Officers

The positions of Chair and Secretary to be agreed annually at the first meeting of the Autumn term.

### Quorum

The minimum number of attendees required for a meeting to proceed is one school staff member and at least representatives from 3 classes.

### Meetings

These will be initiated by either the school or the parents which will be held in school. These meetings will be in the afternoon to finish in time for school pick up. Extra meetings can be arranged as needed.

Meetings are expected to last no more than 45 minutes.

### Structure of Meetings

Meetings will be to discuss one main topic only as initiated by the school or parents / carers so that they can be kept to time.

Topics will be general and not regarding individual children, classes, or personal circumstances; such items should be raised directly with the relevant teacher or appropriate school staff member through usual contact channels.

The final item will be "Possible items for future agendas". These will be items that have been raised but could be put on a future agenda for further discussion. Any new items raised in the meeting will not normally be considered unless they are items that the school can readily respond to. Any items that need further consideration will be added to the next agenda or responded to as appropriate (by indicating the right person to take the matter to or by a direct response from the Headteachers or governors). All items will receive a response in some form.

### Agenda / Minutes

The agenda for each meeting will be drawn up by the Chair following consultation with parents and the Headteachers.

The agenda will be sent out to everyone by ParentMail at least two weeks before the meeting.

Minutes will convey content and outcomes of the meeting but will not identify individual views.

Minutes will be circulated within two weeks of a meeting to all parents / carers.

### Code of Conduct

The school will prepare responses to any items raised by the parents. Parent representatives will prepare responses to any items raised by the school in consultation with the wider parent body.



All attendees of meetings will behave appropriately. They will be prepared to listen to the views of others and will respect other people's opinions and ideas.

The Chair will oversee the meeting and all comments should be channeled through them. They will ensure that anyone who wishes to contribute has the opportunity to do so.

The meeting will keep to the agreed agenda. Other items raised will be noted for a forthcoming meeting or for other response if appropriate.

All attendees will respect confidentiality and will not discuss individual instances, pupils or teachers inappropriately.

The Forum will concentrate on generating positive outcomes that will benefit the school, its pupils, staff and parents / carers.

## **Communication**

Forum members will use school events such as curriculum meetings, parent consultations and new parents' evening to publicise the Forum, to recruit new members and to gain wider parental views.