



Terms of Reference for Parent Forum

Membership and Structure

- The Parent Forum will have a parent Chair and a parent Vice Chair
- A member of the Senior Leadership Team (SLT) will attend each meeting
- One member of the Local Advisory Body will attend each meeting where possible
- Each parent member, except the Chair will take minutes of the meetings on rotation
- In consultation with the Principal and Parent Reps, the Chair will set the agenda at least 2 weeks in advance of each meeting and circulate it to the Principal and Parent Reps
- Parents will be able to self-nominate themselves onto the Parent Forum
- The Parent Forum aims to have one parent representative from each class

Scope of the Parent Forum

- Seek feedback and suggestions from parents and relay it to the Parent Forum, to ensure that parents' voice is represented
- Be involved in developing and reviewing the school's policies and practice from a parent's perspective
- Liaise and work with senior leaders to enhance and promote the objectives of the school
- Work with senior leaders to cascade information to parents, and assist the school in securing parent participation
- The Parent Forum is not to become involved in any individual matters that a parent may have, nor is it suitable for complaints (parents can follow the complaints procedure if appropriate)
- The Parent Forum is not suitable for any discussions about individual staff, parents or children

Procedure

- One meeting each half term
- Dates to be planned in advance
- Agenda to be written and circulated to each member at least 2 weeks in advance of the meeting
- Minutes to be typed and circulated to the members and once approved made available on the school website for all parents

Date Agreed: 17/03/2021

Date for Review: First meeting of the next school year (autumn 2021)