

Parents' Forum

Terms of Reference

Devoran School



Approved by:	The Chair or Parent Forum and the class representatives	Date: March 2016
Last reviewed on:	8 th May 2018	
Next review due by:	May 2020	

Devoran Primary School
Parent Forum
Terms of Reference

Devoran Primary School is committed to supporting and developing a Parent Forum.

Membership

The Members of the Parent Forum wherever possible should include:

- The parent of at least one child from every class;
- A parent governor or parent governors;

Other governors and staff may attend meetings as observers and staff may be invited to speak on a particular issue such as Special Educational Needs and Disabilities (SEND), More Able and Talented, Looked After Child or the Headteacher / Deputy Headteacher may volunteer to talk to the Parent Forum about a particular school based issue. Either the Headteacher or Deputy Headteacher will be present at every meeting to offer information, support and guidance.

Aims

The main aim of the Parent Forum is to ensure the voice of parents is listened to and heard by the Governing Body and the Leadership Team to ensure we are meeting the needs of all children, parents and the community and offering an excellent education to all. It will also add strength and valued parental partnership in supporting children's learning.

The other aims are:

- To encourage parents to participate in the life and work of Devoran Primary School;
- To become a forum for parents to express their views about Devoran Primary School and to act as a critical friend;
- To actively encourage and support other parents to participate in the process of school improvements;
- To act as a sounding board for Governors and the Leadership Team around future developments for Devoran Primary School;
- To support the school in communicating effectively with parents.

Meetings:

Meetings will be held half termly

It is the responsibility of the chairperson to ensure that:

Meetings are scheduled and times and venues communicated

Minutes are posted to the school website for all parents to view with copies available from the school office upon request.

Meetings will run for a maximum of 1 hour - no longer.

Meetings run to time and active participation is sought from all representatives.

A maximum of 3 agenda items per meeting which will be set by the school in the first instance, in conjunction with the Chair, based on themes coming out from parent discussions with class teachers / the Leadership team.

Agenda items must be submitted a minimum of 2 weeks prior to the meeting to be considered

Where more than 3 agenda items are suggested, the Chairperson, Chair of governors and member of the senior leadership team will discuss and prioritise

Any parents are free to attend one off meetings

Structure:

- The Parent Forum will be chaired by a parent member and will also require a vice chairperson;
- The Chair will be supported by a link from the Devoran Leadership Team and parent governor as appropriate;

- The Chair of the Parent Forum will be able to liaise as required with the parent governor and Governors and a member of the Leadership Team to discuss future agenda items and any key issues arising from the Parent Forum;
- A parent member of the forum will act as secretary to all the meetings and will arrange meetings and send out all the relevant paperwork and invites prior to the Parent Forum meetings;
- The Chair of the Parent Forum may attend Full Governing Body meetings to feed back to governors the work of the Parent Forum when required to do so;
- Parents will be able to self-nominate themselves to be on the Parent Forum;
- Wherever possible there should be at least one parent representing each class. Where there are no self-nominations for a class then the school and the Parent Forum will seek to find a representative;
- Where specific groups of the school community are underrepresented, the school and Parent Forum will seek to recruit parents to ensure that the forum represents all groups in the school;
- Parent membership of the forum will be reviewed annually;

The Parent Forum will;

- Help to develop systems to enable Devoran Primary School to communicate more effectively with parents;
- Act as a listening post for other parents and feed their views and comments back into discussions of the Parent Forum;
- Report back on the work of the Parent Forum to other parents;
- To participate in working groups with members of staff and governors to develop new ideas as appropriate;
- Be a positive, solution focused forum, assisting in finding solutions to issues / concerns raised and discussed;
- Recognise that the Parent Forum is an advisory and consultative body; the Governing Body remains the decision maker and provides the strategic leadership for Devoran Primary School in partnership with the Leadership Team.

The Parent Forum will not:

- Become involved in staffing, personnel or financial issues as this is solely the responsibility of the Governing Body.
- Become a forum for individual parent's complaints or concerns. These have to follow the normal Devoran Primary School procedures. This does not prevent parents giving their views on topics being discussed
- Get involved in discussions surrounding individual children, staff or parents.

It is the responsibility of the Chairperson to ensure the rules are adhered to at all times.

Accountability:

The Parent Forum minutes will be available for all parents to see by being displayed on notice boards in the school and staff room as well as being posted on the school website. Copies of minutes will also be circulated to members of the Parent Forum, Governing Body and the Leadership Team.

Review: These terms of reference will be reviewed after six months (May 2017) and annually thereafter.