



Parent Forum Terms of Reference

Date written: November 2016

Date agreed: December 2016

Date for review: May 2017

Signed: *Ann Pope*

The Trinity Partnership is committed to supporting and developing a Parent Forum in each school.

Membership

The Members of the Parent Forum wherever possible should include:

- The parent of at least one child from every class;
- At least one parent to represent any pupil or group of pupils identified by the Governing Body as requiring special consideration;
- A 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 Executive Head teacher / Head of School may volunteer to talk to the Parent Forum about a particular school based issue. A member of the Leadership Team 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 value parental partnership in supporting children's learning.

The other aims are:

- To encourage parents to participate in the life and work of their child's school;
- To become a forum for parents to express their views about their child's 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 the school and partnership
- To support the school in communicating effectively with parents.

Meetings:

- The Parent Forum will meet at least 6 times a year (once every school term);
- Dates and times to be agreed with the membership;
- Meetings will last for no longer than an hour;
- Refreshments will be provided;
- The meeting will be supported by a named member of the Trinity Partnership Leadership team.

Structure:

- The Parent Forum will be chaired by a member of school staff;
- The Chair will be supported by a governor;
- A governor will act as secretary to all the meetings of the Parent Forum and will arrange meetings, arrange refreshments 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 under-represented, 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 agenda for each meeting will be 'open', advertised freely and any parents may make comment via their representative or staff member.

The Parent Forum will;

- Be involved in developing and reviewing school policies and practice from a parent's perspective and feeding their views and comments back to the Governing Body and Leadership Team;
- Help to develop systems to enable Trinity Partnership schools 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;
- To share in the Trinity Partnership improvement planning;
- Assist in finding solutions to issues raised and discussed at the meetings of the Parent Forum;
- Recognise that the Parent Forum is an advisory and consultative body; the Governing Body remains the decision maker and provides the strategic leadership for Trinity Partnership 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 moans and groans. These have to follow the normal Trinity Partnership School procedures. This does not prevent parents giving their views on topics being discussed
- Get involved in discussions surrounding individual children, staff or parents.

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.