



PARENT FORUM

Southborough C of E Primary School



TERMS OF REFERENCE

OBJECTIVE

The objective of Southborough C of E Primary School's Parent Forum is to facilitate positive and effective two-way communication between parents and the school, providing a channel of communication, feedback and suggestions for improvement.

Specifically to:

- promote the partnership between school staff, its pupils and its parents/carers
- develop and engage in activities which support the education and welfare of the pupils
- identify and represent the views of the parents on matters affecting the education and welfare of the pupils

SCOPE

Specific feedback and suggestions for improvement including communication, administration, catering, school policies or any other items relevant to our School.

OUT OF SCOPE

Items relating to specific pupils, classes, parents or individual school staff should be discussed one to one with the relevant teacher, Deputy Headteacher or Headteacher, as appropriate.

KEY RESPONSIBILITIES OF PARENT FORUM MEMBERS

- To seek feedback and suggestions from as many parents as possible from their respective year group and to relay the outcomes from the Parent Forum as appropriate
- To represent the views of all parents in their respective year group
- To work closely with parallel members to ensure coverage of all parents in that year group are met
- To work in partnership with the Parent Teachers Association to assist with promotion of events and recruitment of volunteers, from your classes, for their main events.

MEMBERSHIP

- To attend each Parent Forum meeting (if possible)
- Liaise with the chairperson / school with all feedback received
- If you are unable to continue being a class representative, it is requested you find a suitable replacement for the smooth running of the Forum

MEETINGS

Meetings will be termly - however further meetings can be scheduled if necessary.

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
- meetings run to time and active participation is sought from all representatives

