

## **TERMS OF REFERENCE**

### **Emmbrook Junior School Parent Forum**

The Parent forum is an independent role separate to the governing body and the PTA.

#### **Membership**

The membership of the forum will be two parents per year group, ideally, with a target of one parent representative from each class, plus the Head Teacher. Deputies may be sought in the event of absence.

Each class will select one parent representative at the start of the academic year. Nominations will be sought through the monthly newsletter. In the event of more than one nomination per class a secret ballot will be held, unless there is not a representative from the other class in that year group. The Chairperson will be Samantha Dowse.

#### **Quorum**

The quorum will be six of which the Head Teacher or representative of the Senior Leadership Team will be one.

#### **Meetings**

Meetings will be held termly.

#### **Functions**

- To ensure effective communication between home and school.
- To discuss and feedback parental opinions on school issues.
- To seek clarification on school day procedures.
- To raise issues of concern that affect the whole school or a whole school year.
- To gain feedback from parents on topics of particular interest to the school (focus topic).

#### **Procedures**

- The school will inform parents 2 weeks before a forum meeting so that parents are able to pass any issues to the Parent representatives at least 1 week before the meeting.
- Head Teacher and representative of the governors to be informed of the nature of any sensitive issues prior to the meeting in order to collate information and make appropriate responses.
- Items to be discussed sent by class reps to chairperson who will collate and send to Head teacher a minimum of a week before the meeting.

- Items sent to Parents Forum email address to be assessed by representative from year group and summarised for inclusion in agenda or response direct to the individual by email. Verbal discussions should be avoided; all communications must be written.
- Head teacher and chairperson to discuss the agenda prior to its publication.
- Issues involving individual staff or children will not be addressed at the forum.
- Health and safety issues involving particular staff, children or parents will not be addressed at the forum.
- Items for the agenda not deemed appropriate will be discussed between the Head teacher and the parent representative prior to the meeting. Feedback to the parent raising the issue will be given by the Head Teacher.
- Confidentiality will be respected at all times with issues being raised by the class representative anonymously.
- Meetings to take place on Fridays. It will be aimed that this meeting will fall on the second Friday after half term.
- All feedback should be either e-mailed or written for class representatives to bring to the forum. Facebook and verbal communication will not be accepted.
- Issues about a specific class should be discussed with class teacher and not addressed in the parent forum.
- An issue will be taken to the forum once 3 people with-in the school raise it, in writing.

### **Reports**

The forum shall report minutes of each meeting to the full parent body via the monthly school newsletter. The report will be written and collated by the parent representatives and sent by e-mail to the Head teacher for duplication and distribution to parents.

### **Revision**

The terms of Reference will be reviewed annually by the parent forum in first meeting of each academic year, or as required.

*Reviewed November 2017*

*Reviewed November 2016*

*Written October 2015*