

**TERMS OF REFERENCE**  
**February 2023**

**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 a member from the Senior Leadership Team (SLT). Deputies may be sought in the event of absence.

Each class will have one parent representative at the start of the academic year. Volunteers will be sought through the school newsletter. If more than one parent per class volunteers, multiple representatives will be welcome on the Forum.

**Quorum**

The quorum will be six, of which the Head Teacher or representative of the SLT will be one.

**Meetings**

Meetings will be held termly.

**Functions**

- To raise the profile of the school
- To collect and share positive parental feedback with the school.
- 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**

- Meetings to take place termly, ideally in person or alternatively online.
- The Chair of Parent Forum will ask the school office to inform parents of the date of the next meeting and Parent Forum representatives will inform parents through social media channels two weeks before.
- Parents must pass any items to the Forum ideally at least 1 week before the meeting via email (to the Parent Forum email address) or letter. (Verbal discussions or communication via text or social media will not be accepted).
- Items assessed as appropriate for discussion at Parent Forum will be collated by the Chair, who will send to the Head Teacher and the SLT Representative a minimum of 1 week before the meeting.
- Confidentiality will be respected at all times with issues being raised by the class representative anonymously.
- Issues about a specific child, parent, member of staff or class should be discussed with an appropriate member of school staff and not taken to (or addressed) in Parent Forum. (In this instance, the Chair will email the parent to advise them to contact the school directly about the issue.)
- When an issue is raised by one parent only, this will be included in the agenda unless the Chair deems the issue not appropriate for discussion and will inform the parent.

- The Head Teacher, SLT Representative and the Chair will discuss the agenda (and the nature of any issues) prior to its publication so that the school has time to prepare appropriate responses.

**Minutes**

The minutes will be written and collated by the parent representatives and sent by e-mail to the Head Teacher for approval and subsequent distribution to parents. The Forum will report minutes of each meeting to the full parent body via e-mail.

**Revision**

The Terms of Reference will be reviewed annually by the Parent Forum in the first meeting of each academic year, or as required.

Reviewed and revised February 2023