

Emmbrook Infant School Parent Forum

TERMS OF REFERENCE

Academic Year 2016-2017



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

Membership

The membership of the forum will be 2 parents per year group, ideally, with a target of 1 parent representative from each class, plus the Head Teacher. Deputies may be sought in the event of absence.

Each class will select 1 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, names will be drawn out of a hat, unless there is not a representative from the other class in that year group. More than one person may represent a class but a maximum of 2 per year group can attend the meetings. The Chairperson will be Samantha Dowse.

Quorum

The quorum will be 3 of which the Head Teacher or representative of the Senior Leadership Team will be one.

Meetings

Meetings will be held half-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 or concerns that affects the whole school or a whole school year.
- To gain feedback from parents on topics of particular interest to the school (focus topic).
- Provide a channel to celebrate success and talk about what has been good.

Procedures

- All feedback must be in writing either by email or posted through the PTA & Parents' forum letter box and named.
- 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.

TERMS OF REFERENCE

Academic Year 2016-2017



- 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 (from the Head Teacher). Verbal discussions should be avoided; all communications must be written.
- Head teacher and chairperson to discuss the agenda prior to its publication.
- Feedback involving individual staff or children will not be addressed at the forum.
- Health and safety issues involving 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 always with issues being raised by the class representative anonymously.
- Meeting times to be arranged in previous meeting.
- 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 and/ or parentmail. 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.

October 2016