



Dormansland Primary School

Parent Forum

Terms of Reference



1. Objective

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

Specifically to:-

- ☞ promote the partnership between school staff, its children and its parents and carers;
- ☞ develop deeper communication links with members of the school's Governing body and the parent community;
- ☞ develop and engage in activities which support the education and welfare of the children;
- ☞ identify and represent the views of the parents and carers on matters affecting the education and welfare of the children.

The Parent Forum is not a decision-making body. It is a body which can present the views of the parent community on issues pertinent to the children's lives in school.

2. Scope

Specific feedback and suggestions for improvement of:

- ☞ Communication
- ☞ Administration
- ☞ Catering
- ☞ Clubs
- ☞ Visits
- ☞ Some school policies, where appropriate

3. Out of Scope

Items relating to specific pupils, specific parents or individual school staff which should be discussed one to one with the relevant class teacher, member of the senior leadership team or Head Teacher, as appropriate.

4. 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 attend Parent Forum meetings, representing 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.
- ☞ To adhere to the scope of the Parent Forum and to conduct themselves accordingly, respecting the individual rights of all members of the group.

5. Who can be part of the Forum?

All parents and carers of children attending Dormansland Primary School are welcome to join the Forum at any time.

6. Why should Parents and Carers take part?

As a parent or carer, being part of this Forum can help in a number of ways:

- It gives you an opportunity to get together on a regular basis with other parents, to have your say on what the school is doing well, and to make suggestions about ways in which you feel things could be improved.
- It can break down any unnecessary barriers between the school and parents and improve the ways in which we work together to support the children.
- Positive links between you and the school can improve your child's engagement in school and chances of doing well.

7. How can Parents and Carers participate?

Parents and carers can participate in a number of ways:

- by taking an active role in promoting the Forum and making it work;
- by participating directly in activities or by making the Forum aware of your thoughts relating to our school;
- by emailing any issues you would like to be discussed, either to the school or to your class rep;
- by suggesting items verbally to a member of the Forum for discussion.

8. Membership

To attend one meeting each half term:

- At least one of the Senior Leadership Team (usually the Head teacher) and sometimes the school's Family Liaison Partner (Mrs Lochhead) and a member of the Governing Body.
- One or two parents per year group to be nominated as below.

Parents automatically become a member of the Forum when they stand as class reps for the PTA committee. Membership of the Forum is for one school year, although parents can stand again the following year, if they choose. A parent can represent no more than two year groups at any given time.

9. Meetings

Meetings will be held half-termly. The Head Teacher, or member of the Senior Leadership Team, in her absence, will chair the meetings.

It is the responsibility of the chairperson to ensure that:

- meetings are scheduled and times and venues communicated efficiently and widely, to ensure that parents have time to submit any issues they wish to raise well in advance of the meeting;
- minutes are emailed to forum members for checking before being posted to the school website for all parents to view and then emailed to all families. Further copies are available from the school office upon request.
- meetings run to time and active participation is sought from all representatives;
- other staff and school Governors may be invited as appropriate, where their views can provide a valuable further perspective on a school issue;
- feedback from the forum meetings will be provided by the Head teacher to staff and Governors.

These Terms of Reference are available on the school website and will be reviewed annually at the first meeting of the Autumn term.