

PARENTS' FORUM DRAFT TERMS OF REFERENCE

Purpose:

The aims of the Parents' Forum are to:

- Promote partnership between the school, its pupils and all its parents.
- Develop and engage in activities which support the education and welfare of the pupils
- Identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
- Enhance communication between the school and the parent body.

It is understood that the forum is not an opportunity to discuss individual children or grievances

Membership:

Parents' Forum is open to all parents and carers of pupils at Moorlands Primary Academy. All meetings will be attended by a representative of the senior leadership team. Governors and other members of staff may attend as appropriate.

Meetings:

Parents' Forum will meet half termly. The school will give at least four weeks' notice of each meeting. Text reminders will be sent prior to the meeting. The agenda will be circulated before meetings including a call for 'Any Other Business' to be discussed. Meetings will be minuted. Minutes will be circulated to all parents and carers. Meetings should last no longer than 60 minutes. Items which have not been covered may be deferred or addressed separately, as appropriate. Meetings will have a set agenda which will include sharing information about an aspect of school, a consultation exercise, a 'You said/We did' update and AOB. Outcomes from Parents' Forum meetings will be shared with staff at the next available Staff Meeting. Parents' Forum is a standing item on the School Governing Body meetings.

Review:

The head teacher will call a meeting to review the relevance and value of the School Parents' Forum's work and the terms of reference every year from January 2018.

Agreed Ground Rules for Meetings to be agreed at first meeting and reviewed at start of subsequent meetings.

John Siddles
March 2017