



Parent Forum Terms of Reference

Aims

The aim of the Langtree Community School Parent Forum is to facilitate open, positive communication between parents/carers and the school. The forum allows for regular, purposeful discussion in response to matters raised by the school and parents/carers.

It promotes the partnership between school staff, its pupils and its parents/carers.

Members of the forum develop and engage in activities supporting the education and welfare of the pupils and represent the views of parents on matters affecting the education and welfare of the pupils.

The scope of the forum will be as follows.

Specific feedback and suggestions for improvement regarding:

- Communication • Administration • Catering • School policies

Out of Scope Items are as follows.

Matters relating to specific pupils, specific parents or individual school staff, which should be discussed one to one with the class teacher, SENDCo, Head of School or Executive Headteacher as appropriate.

Key Responsibilities of Parent Forum Members

To seek suggestions for discussion from as many parents as possible from their respective year group and to share feedback 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 other members to make sure all parents are represented.

To attend one meeting each term

At least one of the Senior Management Team (Headteacher or Key Stage Leader) to attend as well as the Chair of Governors where possible/relevant.

One parent per year group (2 per class) to volunteer as representatives.

Meetings

Meetings will be held termly.

Meetings will be scheduled and times and venues communicated by the school.

Minutes will be posted to the school website for all parents to view with copies available from the school office upon request.

Meetings will run to time and active participation is sought from all representatives.