



SPALDWICK COMMUNITY PRIMARY SCHOOL

Parent Forum Aims and Objectives

WHAT IS A PARENT FORUM?

'The most important factors in improving schools are good teaching and strong leadership. The biggest factor influencing the success of a child is the parents.' (from DfCSF guide to setting up a parent council. 2007)

OUR AIM:

To enhance communications between the school and parents and develop an effective partnership by:

- Providing a voice for parents on issues that are relevant to them.
- Providing valuable parental feedback to the school about a variety of issues.
- Providing support for our school and a sense of ownership for our parents.
- Providing opportunities to gather information from the wider school community and to represent the voice of parents

Terms of Reference

1. Membership

Membership is open to all parents and membership from all year groups is encouraged. Parents are free to choose to attend any meeting. Meetings will be attended by a member of school staff (normally the Headteacher).

Governor representation is encouraged when possible.

2. Quorum

A quorum of 3 members must be present for the meeting to go ahead. Decision making/voting is not currently part of the Parent Forum remit.

3. Meetings

The Headteacher will chair the meetings and take the minutes.

Other members of staff/parents/speakers may be invited to attend for a specific reason.

Meetings will be held half termly in the school staffroom. Dates will always be agreed at the last meeting and clearly communicated to all parents on meeting minutes and on the website.

Structure of meeting to be:

A main area of discussion per meeting decided upon at the meeting before.

Also there will be room for Any Other Business (AOB). AOB must be e-mailed to the school office by 1pm on the day of the meeting.

Meetings are expected to last no longer than one hour.

4. Agendas/Minutes

The agenda for each meeting is to be drawn up by the Headteacher, following consultation with members.

Minutes: Will convey content and outcomes of meeting but not identify individual views. Minutes will be published on the school website, where possible, within 2 weeks of a meeting.

Governor representation is encouraged Individual concerns/complaints need to be addressed with the class teacher/HT (following normal school procedure) and will not be discussed at the meetings. The names of individual children or members of staff will not be used at the meetings.