



## **West Oxford Community Primary School Parent Forum**

### **Terms of Reference — updated July 2015**

#### **Purpose**

The purpose of the Parent Forum is to enable senior school staff and parents to get together to discuss the key issues of the moment and jointly identify solutions. The scope of the forum is to discuss general issues relating to the school and not specific issues concerning individual classes, staff or children.

The Parent Forum enables face-to-face communication between the school and parents that is open and actively seeks the views and perspective of both parties. Meetings are a genuine opportunity for constructive discussion about the organisational features of the school that matter most to parents and their children.

The Parent Forum is an informal consultative and advisory body and not a formal decision-making body.

The Parent Forum complements the principal governance bodies for the school, which are the Board of Governors and the School Council and contributes to the community ethos of the school which is also enhanced by the Friends group.

#### **Membership**

The school is represented by the headteacher or another member of senior staff plus a staff representative.

Parents of children in each class are able to nominate up to two parent representatives for that class. Parent representatives participate on a voluntary basis and may invite another parent from their child's class to attend meetings in their place if unavailable.

#### **Roles**

The headteacher is responsible for identifying key issues that would be useful to gain parent feedback on and for reporting on any follow-up arising from previous meetings.

Parent representatives are responsible for consulting with all the other parents from the class they are representing to (i) identify issues that may be useful to raise in the forum, (ii) invite feedback from parents on issues to be discussed at forthcoming meetings and (iii) report back on the outcomes of discussions at meetings.

#### **Meetings**

Up to 6 meetings are held each year, one in each half term. Meetings are held during the school day and should last up to 1 hour.

The parent representatives nominate one parent to be responsible for chairing the meetings and preparing an agenda in consultation with the headteacher and other parent representatives. Matters on which the school would like parental feedback will be prioritised for discussion. Queries raised by parents that can be responded to in written form will be included in a "Q&A".

The agenda should be circulated at least 1 week before each meeting to allow time for consultation with other parents. A summary of key points from the meetings will be prepared by the meeting secretary and circulated by the Chair.

On occasion, working groups may be set up to look in more depth at a specific issue between meetings.

#### **Communication**

A summary of key points from the meeting will be distributed to parents and written questions will be addressed in the school newsletter.