



# Wembley Primary School

## Parent Forum Terms of Reference and Aims

At Wembley Primary School, we are committed to working closely with parents and carers. We value the partnership which exists between school, parents and the community and the part it plays in school improvement.

Research has shown that children behave better and achieve more when their parents are involved in their education. Concerns can be resolved more quickly when parents have a good relationship with the school.

The Governing body at Wembley Primary School have a very specific strategic role to play in the running of the school and have both legal and statutory responsibilities.

Generally, the day to day leadership and management of the school is the responsibility of the Headteacher and other senior leaders employed by the school.

We feel that it is important that parents have a forum where they can express their views, know that they can make a difference, and learn more about how the school operates. The Parents Forum will be a place for parents to learn more about the school and a place for the school to learn more about different ways parents can contribute to their child's learning journey.

### **Membership of the Parent Forum**

At least two named parent/carer representatives from each year group. In the event of a number of volunteers stepping forward for the role of year representative, a parent vote will take place in order to ensure a "core group" is established.

### **What is a Parent Forum?**

A Parent Forum is a body of parents which represents parents and provides a forum for them to put forward their views to the head teacher and the governing body of their children's school. Parent Forums are a more accessible way to involve more parents in decisions about the school. A Parent Forum is less formal and requires a lesser commitment than being a member of the governing body. It also enables more parents to make a real contribution to their child's school.

The Governing body remains the decision-making body and provides the strategic leadership of the school. Parent Forums have a consultative and advisory role. They are not a fund-raising body. They are a means of expanding the communications between parents and the school, strengthening the voice of parents and enabling more parents to express their opinions and influence decisions.

The Ofsted self-assessment and inspection arrangements require schools to assess and demonstrate how well they listen to, and act on, parents' views. Parent Forums and councils are seen as an excellent way to do this.

### **The Aims of the Parent Forum will be to:**

- work together to improve the education provided for our children
- share information, knowledge and skills
- meet in a mutually supportive environment
- further improve communications between parent/carers and staff/governors

### **What will our Parent Forum do?**

The Wembley Parent Forum will focus initially on three key roles:

- Providing a route through which parents as a group advise the governing body, the elected parent governors and school leadership of their views and for the governing body and school leadership to consult and discuss issues with parents
- Reaching out to parents and bringing parents together
- Enabling parents to get involved in the life of the school, including supporting learning activities inside and outside of school hours

### **Terms of Reference/Core Purpose the Parent Forum will be to:**

- Give notice of meetings and an agenda to Parent Forum members and the Headteacher at least 5 working days in advance of a meeting
- Minute all meetings and make them available to all parents/carers
- Report back to the Governing body of the school
- Be involved in identifying priorities for the school improvement plan
- Advise the school on parental views
- Be the forum through which the school consults parents
- Make recommendations (this may be in relation to developing policies, procedures, protocols etc.) to the Governing body and the Senior Leadership Team
- Complement the Governing body (not be a replacement for them)
- Not be the forum for complaints about individual teachers, pupils, parents or individual issues, (these should be raised with the class teacher and/or Head teacher)
- Be positive, constructive and solution focussed
- To follow Wembley Primary Schools 'Code of conduct'
- Have an open invitation to the meetings for the Chair of Governors
- Invite other members of staff to the meetings either as an observer or to contribute something specifically requested
- Meet at least half termly

- Help ensure communication between parents and the school is the best it can be
- Review the impact of its work annually
- Review terms of reference annually

**‘Golden Rules’ to observe during meetings:**

- Respect confidentiality and never name individual teachers, pupils, members of staff or other parents.
- Support and be guided by the Chair of the meeting
- Keep to time and the agreed agenda
- Attempt to keep individual contributions brief
- Respect others’ opinions and ideas by letting them finish without interruption

I agree with the terms of reference above.

Signed..... Date.....