



Spittal VC School Parent Forum Committee Terms of Reference

1. Objective

The objective of the Spittal VC School Parent Forum Committee is to facilitate positive and effective two-way communication between all parents and the school, providing a channel for communication, feedback and suggestions for improvement.

Specifically to:-

- Promote the partnership between school staff, its pupils and its parents/carers
- Develop and engage in activities which support the education and welfare of the pupils
- Identify and represent the views of the parents on matters affecting the education and welfare of the pupils
- Provide a means to communicate a 'parent voice' to the Governing Body meetings

2. Scope

Specific feedback and suggestions for improvement of:

- Communication
- Administration
- Catering/Clubs/Visits
- School policies

3. Out of Scope

Items relating to specific pupils, specific parents or individual school staff which should be discussed one to one with the relevant teacher, Deputy headteacher, Headteacher or Chair of Governors as appropriate. The Parent Forum Committee will not be a place for parents to raise personal issues and concerns.

4. Key Responsibilities of the Parent Forum Committee Members

- To seek feedback and suggestions from as many parents as possible from their respective year group and to relay the outcomes from the Parent Forum Committee meetings as appropriate.
- To attend Parent Forum Committee meetings representing the views of all parents in their respective year group.
- To work closely with parallel members to ensure coverage of all parents in that year group

5. Membership

To attend one meeting each half term

- At least one parent governor
- No more than 2 parents/carers per year group to be nominated as below.

Interested parents nominate themselves as a potential Parent Forum Committee Member and the two parents with the most votes in each class will be appointed. Membership is for one year. Only parents/carers of current pupils can be elected to the Parent Forum Committee.

6. Forum Officers

Joint Chair (Parent Governor and an elected member of the parent forum) and secretary are to be agreed annually at the first meeting of the Autumn Term.

7. Quorum

There is no minimum number needed.

Decision making/voting is not currently part of the Parent Forum Committee remit.

8. Meetings

Meeting will be held half termly.

It is the responsibility of the (joint) chairpersons to ensure that:

- Meetings are scheduled and times and venues communicated with as much notice as possible
- Minutes are posted to the school website for all parents to view with copies available from the school office upon request
- Meetings run to time and active participation is sought from all representatives.

8.1 Structure of the meetings to be:

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

Also there will be room for Any Other Business. Any Other Business must be emailed to the Parent Forum's email address by 1pm on the day before the meeting so that any paperwork that may be required can be prepared.

Extraordinary meetings can be called if required, at the request of the Joint Chairs.

8.2 Agendas/Minutes

The agenda for each meeting is to be drawn up by the Joint Chairs, following consultation with members and, where appropriate, school staff.

Agenda to be issued to all Parent Forum Committee members by parent email at least 1 week before the relevant meeting.

Minutes will be taken by the elected secretary and will convey the content and the outcome of meetings but will not identify individual views.

Minutes are to be approved by the Joint Chairs and circulated, where possible, within 2 weeks of a meeting. They will be made available to all parents in the school. A copy of the minutes will be published on the school website and available in the school foyer.

9. Communication

A dedicated forum email address will be available to all parents to send any thoughts or suggestions to. The email address is spittalparentforums6@hwbcymru.net and will be checked regularly by the Joint Chairs and secretary.

A Parent Forum Committee page on the school website will be available for information and discussions, rather than using social media.

Attendance by Parent Forum Committee members at school events where possible, e.g. new parents' evening and during parent consultations would be a good way to gain wider parental views and recruit new members.