

Bolshaw Primary School

Parents Forum



Terms of Reference

Bolshaw Primary School is committed to supporting and developing a Parent Forum.

Membership

The Members of the Parent Forum should include;

- The parent of at least one child from every class
- At least one parent to represent any pupil or group of pupils identified by the governing body as requiring special consideration
- A parent governor or parent governors
- Other governors and staff may attend meetings as observers and staff may be invited to speak on a particular issue (e.g. SEN, Gifted and Talented, All through education etc.), or guest speakers may be invited to talk to the Parent Forum about a particular school based issue.
- Our Headteacher, Miss Brown will Chair the meeting and will represent our Senior Leadership team. Our Learning Mentor, Mrs Gleaves will represent our staff. They will be present at every meeting to offer information, support and guidance. If on occasions they cannot attend a meeting a member of our SLT will attend on Miss Brown's behalf and a member of staff will attend on Mrs Gleaves behalf.

Aims

The main aim of the Parent Forum is to ensure the voice of parents is listened to and heard by the governing body and the Leadership team. To ensure we are meeting the needs of all children, parents and the community; offering an excellent education to all. It will also add strength and value parental partnership in supporting children's learning.

The other aims are;

- To encourage parents to participate in the life and work of Bolshaw Primary School
- To become a forum for parents to express their views about Bolshaw Primary School and to act as a critical friend
- To actively encourage and support other parents to participate in the process of school improvements
- To act as a sounding board for Governors and the Leadership team around future developments for Bolshaw Primary School.
- To support the school in communicating effectively with parents

Meetings

The Parent Forum will meet up to 6 times a year (once every school half term).

Dates and times to be agreed with the membership.

Meetings will last for no longer than an hour and a half.

Refreshments will be provided

Structure

This year the parent forum will be chaired by our Headteacher, Miss Brown. We aim to elect one of parents to take on the role of the chair next year.

Our Headteacher will meet once a term with our governor representative and learning mentor to discuss future agenda items and any key issues arising from the Parent Forum.

A member of our office staff will act as secretary to all the meetings of the Parent Forum and will arrange meetings, arrange refreshments and send out all the relevant paperwork and invites prior to the Parent Forum meetings.

In the future it is our aim for the new Chair of the Parent Forum to attend Full Governing Body meetings to feed back to governors the work of the Parent Forum.

Parents will be able to self nominate themselves to be on the Parent Forum.

There should be at least one parent representing each class. Where there are no self nominations for a class then the school and the parent forum will seek to find a representative.

Where specific groups of the school community are under represented the school and parent forum will seek to recruit parents to ensure that the forum represents all groups in the school. Parent membership of the forum will be reviewed annually.

Each meeting will be 'open' and any parents may attend.

The Parent Forum will;

- Support the Bolshaw Primary School to develop a Parental Engagement Strategy that will enable and help parents to support their child's learning both in school and at home
- Be involved in developing and reviewing Bolshaw Primary School policies from a parents perspective and feeding their views and comments back to the Governing Body and Leadership team
- Help to develop systems to enable Bolshaw Primary School to communicate more effectively with Parents
- Act as a listening post for other parents and feed their views and comments back into discussions of the Parent Forum
- Report back on the work of the Parent Forum to other parents
- To participate in working groups with members of staff and governors to develop new ideas
- To share in the Bolshaw Primary School Improvement planning
- Finding solutions to issues raised and discussed at the meetings of the Parent Forum
- The Parent Forum is an advisory and consultative body; the Governing body remains the decision maker and provides the strategic leadership for Bolshaw Primary School in Partnership with the school leadership team.
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The Parent Forum will not;

- Become involved in Staffing / Personnel or Financial issues as this is solely the responsibility of the Governing Body.
- Become a forum for individual parent's 'moans and groans.' These have to follow the normal Bolshaw Primary School procedures. This does not prevent parents giving their views on topics being discussed
- Get involved in discussions surrounding individual children, staff or parents.

Accountability

The Parents Forum minutes will be available for all parents to see by being displayed on the school website, VLE, notice boards in the school entrance halls and staff room. Copies of minutes will also be circulated to members of the Governing Body and the Leadership team.