



# parents forum

## Terms of Reference

### Forum Purpose:

The Forum provides an opportunity for communication between Grazeley Primary School and its parents to exchange information and express opinions on matters that affect the children attending the school.

### Membership:

- The Forum is open to all parents and/or carers of children attending Grazeley Primary School – up to 2 representatives from each class.
- *The representatives' role: To confidentially receive views and concerns from parents and communicate these to the Chairperson 1 week prior to the meeting.*
- Chair: to be opened for re-election: September each year (Term of Office 1 year)
- *The Chairperson's role: To take responsibility for compiling an agenda for each meeting. The items will be taken from parents' forum members and parents who are expected to email items a week in advance of each meeting. The Chairperson will also take notes of all matters brought to the meeting and will consult with the headteacher to provide a response from the school in the written form of minutes.*

### Objectives:

- To provide a "voice" for parents of children attending Grazeley School
- To ensure the school is aware of issues affecting children and parents/carers
- To provide an opportunity for parents and carers to share information and views
- To enable the school to consult with parents and provide information about strategic developments

### Frequency & Venue:

- Meetings take place once a half term at Grazeley Primary School

### Reporting:

- Items to be emailed to the Chairperson via the class representatives or the school office 1 week in advance of each meeting.
- School will endeavour to respond to all comments, queries or suggestions.
- Minutes will be emailed to all members of Parents' Forum within 21 days and will be sent out to parents alongside the newsletter
- Members of the Forum undertake to act as representatives and advocate on behalf of parents and children of Grazeley Primary School
- The "Parent Forum" page on the school website will be reviewed regularly to demonstrate the impact of Parents' Forum

### Review process

- Terms of reference will be reviewed once a year

### Any other Information:

- Please note that any issues regarding individual children should be referred to the child's classteacher. If the parent has a further cause for concern, the parent should then be referred to the headteacher, Mrs Jane Critchlow