



Parent Forum

Terms of Reference

The Parent Forum is a body of parents with representation from each class. It provides a forum for them to put forward their views to the Senior Leadership Team and is a more accessible way to involve parents and allow them to help influence decisions made about the academy, enabling them to make a real contribution to the academy.

General Terms

- The group shall be known as the Parent Forum.
- Only parents/carers of pupils currently attending Great Heath Academy can be members.
- The group is not a committee of the Academy or of the Academy Transformation Trust and, as such, the Trust does not propose to delegate any of their powers to the Parent Forum. The group is a working group and its role is to be a voice to inform the Senior Leadership Team and the Local Academy Committee of the parental viewpoint.
- The Parent Forum will be facilitated by the academy. If parents/carers wish to suggest an agenda item please contact the Academy Office at office@greatheathacademy.trust.org.uk

Objectives

The objective of the Parent Forum is to facilitate positive and effective two way communication between parents and the academy, providing a channel for communication, feedback and suggestions for improvement, specifically to:

- Create a welcoming academy which is inclusive for all parents promoting partnership between the academy, its pupils and all its parents
- 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

Scope

The Parent Forum has a consultative and advisory role. The following is a non-exhaustive list of matters on which the Parent Forum will provide a forum for consultation and advice:

- Policies, procedures and protocols which affect the day-to-day operation of the school e.g. Behaviour, holidays, start and finish times, after-school club provision, uniform, extra-curricular activities
- Systems of communication between the academy and parents on matters concerning the operation of the academy.
- Matters designed to foster greater parental participation and engagement in the education of pupils by all parents, i.e. family learning sessions.

Out of Scope

Some topics cannot be addressed by the Parent Forum. Items relating to specific pupils, specific parents or individual school staff which should be discussed one to one with the relevant teacher, Phase Coordinator, Assistant Principal or Principal appropriate. This includes matters associated with:

- School policies and procedures relating to general curriculum issues & details
- Issues relating to individual children or staff
- Individual complaints or grievances

How is this achieved?

The Parent Forum will be the forum for gathering, discussing and conveying parental views to the school. It may be involved in identifying priorities for the Evaluation & Improvement Plan and making recommendations to the Senior Leadership Team and Local Academy Committee.

Key Responsibilities of Parent Forum 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 as appropriate.
- To attend Parent Forum 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.
- To attend one meeting each half-term

Membership

- At least one of the Senior Leadership Team and a Governor.
- One parent per class

Relevant parents nominate themselves as a potential Parent Forum member. If there is more than one parent nominated per class, priority will be given to a parent who has not yet served on the Parent Forum. Membership is for one term, after which nominations for a replacement member will be held. If no additional nominations are received for that class, the existing member will be permitted to serve an additional term.

Meetings

The Parent Forum will meet half-termly. Meetings will be conducted in a positive spirit, be constructive and solution focused. Meetings will be chaired by a member of the academy's Senior Leadership Team, who will ensure:

- Meetings are scheduled and times and venues communicated
- Minutes are posted to the academy website for all parents to view with copies available from the academy office upon request.
- Meetings run to time and active participation is sought from all representatives.
- The impact of its work and Terms of Reference will be reviewed annually by the Parent Forum at the end of each academic year.

'Golden Rules' for all members 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
- Contributions should be delivered in a positive and constructive manner, even when challenging or difficult issues are being discussed.