



October 2016

St Paul's CE (VC) First School
Parent Forum Terms of Reference

Objective

The objective of the St Paul's Parent Forum is to facilitate positive and effective two way communication between 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

Scope

Specific feedback and suggestions for improvement of:

- Activities and educational provision for the children
- Communication
- Administration
- Catering
- School policies

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 or Headteacher as appropriate.

Key Responsibilities of Parent Forum Members

- To seek feedback and suggestions from other parents
- To attend Parent Forum meetings representing the views of parents
- To work closely with parallel members to ensure coverage of all parents.

Meetings

Meetings will be held half-termly

It is the responsibility of the chairperson to ensure that:

- Meetings are scheduled and times and venues communicated
- 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.