



Shawfield Primary School

TERMS OF REFERENCE

Parent Forum

Aim

To work in collaboration with all stakeholders to develop the school to an outstanding Ash school, with high expectations, widening opportunities and an inspirational curriculum.

It is important to note that this is a TEAM and not a committee and its role is advisory and developmental.

Chair

The Headteacher will chair the meetings and, in their absence, the Deputy Headteacher.

Suggested Membership

The Headteacher, Senior Leaders, governors and parents.

Meetings

The team will meet once a term and offer both a day time meeting and an evening meeting.

Agenda

The agenda for the team will be prepared by Headteacher and circulated to all members four working days before the meeting. The members of the forum may put relevant items on the agenda by letting the Headteacher know seven days before the meeting.

Minutes

Minutes will be taken at each meeting and presented to the governing body at its next full meeting.

RESPONSIBILITIES OF THE TEAM

All group members work towards the building of a 'learning team'. The shared vision is clearly stated in our aims.

The group establishes and agrees to the following ground rules:

- Everyone arrives on time.
- Everyone prepares for each session.
- We show respect for each other
- Argue for a point based on it being for the overall aim of the group and not self-serving interests.
- Keep the discussion focused.
- All members participate.
- Feedback from the group will be agreed by the group and reported to parents by the school. Social media is not a forum for reporting back from this group.