



Sherard Parent Forum (SPF)

Terms of Reference

Objective

The objective of the Sherard Primary School Parent Forum is to help promote positive and effective two way communication between parents and the school, providing a channel for communication, feedback and suggestions for improvement.

Specifically to:-

- o Promote the partnership between school staff, pupils and parents/carers
- o Develop and engage in activities which support the education and welfare of the pupils
- o 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:

- o Communication
- o Administration
- o Catering
- o School policies
- o Schools trips
- o Enrichment

Out of Scope

We will NOT be discussing items relating to specific pupils, specific parents or individual school staff, this should be discussed one to one with the relevant teacher, Assistant Headteacher, Deputy Headteacher or Headteacher as appropriate.

Key Responsibilities of Parent Forum Members

- o To seek feedback and suggestions from as many parents/carers as possible from their respective year group and to relay the outcomes from the Parent Forum as appropriate.
- o To attend Parent Forum meetings representing the views of all parents in their respective year group.
- o At least one of the Senior Management Team (Headteacher or Deputy Headteacher)
- o We would like a minimum of one parent/carer per year group to be in attendance wherever possible to gain views of all parents/carers across the whole of the year groups.
- o Any parent/Carer is welcome to attend the Parent Forum

Meetings

Meetings will be held once half-termly and last no longer than an hour where possible.

- o Meetings are scheduled and times and venues communicated
- o Minutes are posted to the school website for all parents to view, with copies available from the school office upon request.
- o Meetings run to time and active participation is sought from all Parents/carers who attend.

It is the responsibility of the members of the Sherard Parent Forum that:

- o Only items on the agenda will be discussed.
- o Forums are participated in.

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