



## **Rowans School Parent Forum Terms of Reference**

### **Objective**

The objective of Rowans School 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:

- 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, Deputy Headteacher or Headteacher as appropriate.

## **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.

## **Membership**

- Parents are offered the opportunity to join the Parent Forum every September
- IF more than two parents per year group wish to join, it is put to a vote. This will never happen without the consent and knowledge of candidates.
- Membership is for one year.
- Members may wish to put themselves forward for a second or more year.
- Where a year group has less than two Parent Forum members, the position stays open and can be filled at any point in the year.

## **Meetings**

Meetings will be held at least 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.
  - Headteacher sets the agenda for each meeting. Members may ask for items to be added as an AOB (any other business) up to 5 days before the meeting. It is for the Headteacher to decide if the issue is addressed in the meeting or whether another avenue is more appropriate.