



10 October 2018

Dear Parent/Carer

Parent Forum

This year we are setting up a Parent Forum. This is part of a drive to ensure effective consultation and communication between school leaders, parents and pupils. The Parent Forum will be made up of representatives from each class, myself, Miss Bradford and Michelle Carnegie, one of our governors.

I have discussed the Parent Forum with the VSA committee and agreed that the VSA class reps will automatically have a place in this new group. There will be space for an additional member from each class on the Parent Forum so that, in the event that one person from a class cannot attend, that class still is represented at the meeting. This letter is intended to:

- Explain the terms of reference of the Parent Forum;
- Invite interested parents/carers who are not already class reps to nominate themselves as members.

Terms of Reference

The Parent Forum:

1. Is a constructive tool through which the school's senior leaders and governing body may consult the parent body.
2. Is a conduit to feed information from the school to parents and from parents to the school.
3. Has an advisory and consultative role. The governing body remains the decision maker and provides strategic leadership.
4. Meets termly. Meetings are held in the evenings and are scheduled to run for no more than an hour and a half.
5. Any parent may nominate themselves to become a member of the forum. Ideally each class will have two representatives. Nominations for members are invited at the beginning of the school year and during the year when a vacancy arises. Elections will be held in cases where nominations are received from more than two parents for a class.
6. The forum is attended by the Head, Assistant Head and a Governor as well as the parent members.

The Forum does not arrange the teacher collections or parent social evenings; this is the role of the class representative. Nor is it to be the interface for specific areas of concern around individual children.

How to nominate yourself as a Parent Forum member:

Please email the school office on admin@victoria.herts.sch.uk stating

- Your contact details
- Where you have more than 1 child at the school, which class you would prefer to represent.

Nominations will close at midday on Friday 19 October 2018. Nominees will be informed of the outcome by the end of the following week, with the full list of Parent Forum members appearing in the school newsletter shortly afterwards. The first meeting will be on Tuesday 4 December from 7:15pm.

Yours sincerely

Caroline Crozier
Head of School