



Parent Forum Constitution

This is the constitution for Templewood Primary and Nursery School Parent Forum

1. The objectives of the Parent Forum are:
 - To work in partnership with the school to create a welcoming school which is inclusive for all parents and carers.
 - To promote partnership between the school, its pupils and all its parents and carers.
 - To develop and engage in activities which support the education and welfare of the pupils.
 - To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
2. The membership of the Parent Forum shall be as follows:-
 - All parents and Carers are welcome to attend the Parents Forum at Templewood
 - There should be at least one representative from each year group. They will have the opportunity to vote if one is necessary.
 - At least one member of staff shall attend every meeting.
3. Members of the Parent Forum shall be expected to remain on the Parents Forum for a minimum of 1 academic year.
4. The Chair and Secretary of the Forum will be agreed by the Parent Forum members immediately following its formation. The Parent Forum will be chaired by a parent of a child attending Templewood Primary School and Nursery. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting of the Parent Forum.
Office bearers will be re-selected by the Parent Forum on an annual basis or by agreement at the annual meeting of the Parent Forum.
5. The Parent Forum for Templewood Primary and Nursery School shall provide a report to the Full Governing Body at least once each year on its activities/views on behalf of all the parents.
6. The Annual Meeting will be held in September of each year. A notice of the meeting including date, time and place will be available to all members of the Parent Forum at least two weeks in advance. The meeting will

include:

- a report on the work of the Parent Forum and any committee(s) selection of the new Parent Forum
 - discussion of issues that members of the Parent Forum may wish to raise
7. The Parent Forum will meet at least once in every term. Should a vote be necessary to make a decision, each Forum member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. Any two members of the Parent Forum can request that an additional meeting be held, and all members of the Parent Forum will be given at least one week notice of date, time and place of the meeting. If a Parent Forum member acts in a way that is considered by other members to undermine the objective of the Parent Forum, their membership of the Parent Forum shall be terminated if the majority of members agree. Termination of membership would be confirmed in writing to the member.
8. Copies of the minutes of all meetings will be available to all parents of children at Templewood Primary and Nursery School and to all teachers at the school. Copies will be available from the Secretary of the Parent Forum or the school website.
9. Meetings of the Parent Forum shall be open to the public, unless the Parent Forum is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Forum and head teacher, or his or her representative, can attend.