




### Rationale

The Parent Forum is a body of parents/carers who represent the parents of children in each class/year group at Maple Tree Primary School. It provides an opportunity for parents/carers to put forward the views of parents to the Senior Leadership Team of the school in a meaningful and purposeful manner with the aim of strengthening the school community. The Parent Forum is not intended to address individual issues or concerns. Instead, it seeks to discuss more general issues and identify solutions in a spirit of mutual respect.

### Purpose of the Forum




The Parent Forum works in partnership with the school:

-  To promote and enhance communication between the school and the parent body;
-  To facilitate a mechanism, outside of the annual parent questionnaire, for the parent body to provide suggestions and feedback to the SLT
-  To help develop a meaningful partnership between parents and the school to support the education and welfare of all pupils at Maple Tree.



Meetings of the Parent Forum will be conducted in a positive spirit, be constructive, informative and solution focused.

### Scope

The Governing Body remains the decision making body and provides the strategic leadership of the school. The Parent Forum will provide an opportunity for consultation on matters such as (but not limited to):





-  Procedures and policies which affect the day-to-day operation of the school.
-  Systems of communication between the school and parents on matters concerning the operation of the school.
-  Matters designed to foster greater parental participation and engagement in the education of pupils by all parents.

Some topics cannot be addressed by the Parent Forum and should be referred directly by individual parents to the class teacher in the first instance or a key Stage Leader or member of the SLT if the issue cannot be resolved by the class teacher. These include matters such as, but not restricted to:

-  Issues relating to individual children or staff
-  Individual complaints or grievances

### Membership of the Forum

The Parent Forum is made up of:

-  The Chair (Head or Deputy Head in the Head's absence)
-  A member of the school's SLT
-  Parent Representatives (PR)
-  A Governor (should the agenda items require this)

Other members of staff will be invited to the meeting if it is deemed appropriate with regards to agenda items.

### Parent Representatives (PR)

Ideally there will be at least one PR for each class, but where there is more than one parent who is interested in being involved, there is scope for there to be two PRs per class.

Ideally, the Parent Forum will include a diverse representation of the school's parent population including parents of different genders, parents from Black Asian and Minority ethnic (BAME) backgrounds and parents with different family structures.

Parents or carers may nominate themselves to become a PR for their class at the beginning of the academic year or if a vacancy occurs. Where there are more than two volunteers for a given class, an election will be held. If a class only has one PR for the academic year and they are unable to attend one of the termly meetings, they are able to nominate another parent from that year group to take their place for that meeting. PRs will sit on the Parent Forum for one year.

Parent representatives are committed to attending one meeting every term. A PR from each year group will act as the focal point of contact for parents in their year group.

### Topics for discussion

The Parent Forum will be an opportunity for gathering, discussing and conveying parental views to the school. It will be involved in working with the school to address matters identified from the annual parent questionnaire and making suggestions to the SLT regarding possible actions that could be taken to improve these issues.

In addition to this, prior to each meeting of the Parent Forum, PRs will consult parents in their year group to establish suggested topics for discussion. These suggested topics for

## Parent Forum Terms of Reference

discussion will be shared with the Deputy Head prior to the meeting in order to establish an agreed agenda and avoid duplication.

The start of each meeting will focus on discussing the actions agreed from the previous meeting as a means of updating the Parent Forum on their progress. The Parent Forum will endeavour to discuss all points raised within the meeting. Where this is not possible email correspondence between a member of the SLT and the PRs will be used to establish if action is needed.

One of the PRs will act as Secretary in order to take minutes of the meeting. This can be on a rotating basis or be just one PR for the year if the rest of the Parent Forum is in agreement with this.

Minutes of the meeting should be submitted to the Chair within ten working days of the meeting for approval. Once approved, PRs can share the minutes with the parents from their year group. Minutes of meetings will be published on the school website and discussed at GB meetings. Other than listing the names of those present at the meetings, the minutes from the meetings will be anonymised other than responses from the SLT and GB.

### Frequency






The Parent Forum will meet once every term with additional meetings held in exceptional circumstances. The Parent Forum is scheduled to run for a maximum of 60 minutes and will usually be held during the course of the school day.

### Review period

The effectiveness of the Parent Forum and its Terms of Reference will be evaluated on a yearly basis.

### Code of Conduct

Members of the Forum will abide by the following:

-  PRs recognise that their role is to represent the views of parents of the children in their year group
-  All members of the Forum will adhere to the Terms of Reference
-  All members will respect the confidentiality of the meeting and will not name individual teachers, pupils, members of staff, Governors or parents.
-  Members will support the Chair in their role of ensuring appropriate conduct in meetings
-  Members will express views openly, courteously and respectfully.

