



Thorndown Primary School Parent Forum

Aims and Objectives

WHAT IS A PARENT FORUM?

‘The most important factors in improving schools are good teaching and strong leadership. The biggest factor influencing the success of a child is the parents.’ *

By launching a Parent Forum we can build a strong partnership to provide an all-inclusive and approachable school environment for everyone involved.

OUR AIM:

To enhance communications between the school and parents and develop an effective partnership by:

- Providing a voice for parents on issues that are relevant to them.
- Providing valuable parental feedback to the school about a variety of issues from policy making to healthy eating.
- Providing support for our school and a sense of ownership for our parents.

*(from DfCSF guide to setting up a parent council. 2007)

Working in partnership to provide the best for your children!



Thorndown Primary School Parent Forum

Terms of Reference

1. Membership

We will aim to have named parent representatives for each year group.
All parents will be invited to attend each meeting.
Meetings will be attended by school staff (normally the Head) and an assigned governor.

We will aim to ensure parent/carer minority groups are represented and are able to access meetings.

2. Forum Officers

Chair and Secretary are to be agreed annually at the first meeting of the Spring Term.

3. Quorum

There is no maximum or minimum number needed.

Decision making/voting is not currently part of the Parent Forum remit.

4. Meetings

To be held half termly at the school: 7.15 pm in a classroom. Dates always be agreed at the last meeting and clearly communicated to all parents on meeting minutes and on the website.

Structure of meeting to be:

A main area of discussion per meeting decided upon at the meeting before.

Also there will be room for Any Other Business. Any other business must be e-mailed to the forum's e-mail address by 1pm on the day of the meeting so the head teacher can prepare any paperwork that may be required.

Meetings are expected to last no longer than one and a half hours.

Extraordinary meetings can be called if required at the request of the Head teacher or assigned Governors.

5. Agendas/Minutes

The agenda for each meeting is to be drawn up by the Chair, following consultation with members and the Head.

Agenda to be issued to everyone by parent email at least 1 week before the relevant meeting.

Minutes: Will convey content and outcomes of meeting but not identify individual views.

Minutes are to be circulated, where possible, within 2 weeks of a meeting and will be sent to all parents in the school. A copy of the minutes will be published on the school website.

6. Communication

A dedicated forum email address will be available to all parents to send any thoughts to. The e-mail address is parentforum@thorndown.cambs.sch.uk and will be checked regularly by the Chair and Secretary.

A Parent Forum page on the school website will be available for information and discussions, rather than using social media.

The Parent Forum will not be a place for parents to raise personal issues and concerns. Complaints involving pupils or families will not be discussed. If you have a personal concern please contact the school directly, as we can deal with the issues more quickly for you and your child.

Attendance by Forum members at school events, e.g. new parents' evenings and during parent consultations would be a good way to gain wider parental views and recruit new members.