



Parent Forum Terms of Reference

1. Objective

The objective of the Northfield Manor Primary Academy 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 children and its parents and carers; develop deeper communication links with members of the school's Governing body and the parent community; develop and engage in activities which support the education and welfare of the children; identify and represent the views of the parents and carers on matters affecting the education and welfare of the children.

The Parent Forum is not a decision-making body. It is a body which can present the views of the parent community on issues pertinent to the children's lives in school.

2. Scope - Specific feedback and suggestions for improvement of:

Communication

Administration

Catering

Clubs

Visits and Experiences

Some school policies, where appropriate

3. Out of Scope

Items relating to specific pupils, specific parents or individual school staff which should be discussed one to one with the relevant class teacher, member of the senior leadership team or Head Teacher, as appropriate.

4.. Who can be part of the Forum?

All parents and carers of children attending Northfield Manor Primary Academy are welcome to join the Forum at any time.

5. Why should Parents and Carers take part?

6. As a parent or carer, being part of this Forum can help in a number of ways:

It gives you an opportunity to get together on a regular basis with other parents, to have your say on what the school is doing well, and to make suggestions about ways in which you feel things could be improved. It can break down any unnecessary barriers between the school and parents and improve the ways in which we work together to support the children. Positive links between you and the school can improve your child's engagement in school and chances of doing well.

7. How can Parents and Carers participate?

Parents and carers can participate in a number of ways: by taking an active role in promoting the Forum and making it work; by participating directly in activities or by making the Forum aware of your thoughts relating to our school. By emailing any issues you would like to be discussed. Emails will be to the school office and headed Parent Forum.

8. Meetings

Meetings will be held at least termly, and half-termly where useful and possible. The meeting will be chaired by the Head Teacher or a Senior Teacher.

An agenda will be published at least a week before the scheduled meeting.

Minutes will be published on the school website.

Format of the Meetings

- Welcome and introduction
- Feedback on action points/issues from previous meeting
- Meeting agenda items
- Items and date for next meeting

Other staff and school Governors may be invited as appropriate, where their views can provide a valuable further perspective on a school issue; feedback from the forum meetings will be provided by the Head teacher to staff and Governors.

These Terms of Reference: 8 March 2018