



## **Beckers Green Primary school Parent Forum**

### **Terms of Reference**

#### **Objective**

The objective of the Beckers Green Primary School Parent Forum is to facilitate positive and effective two-way communication between parents/carers and the school. Through this effective communication channel we aim to gather feedback, share and discuss suggestions for improvement and work together to improve the partnership between school and home. We feel this will have a positive impact on the education and welfare of all children who attend Beckers Green Primary School.

#### **Scope**

Feedback and suggestions will be gathered on:

- Methods of communication
- Teaching strategies
- School policies

The agenda will be set by the school but will respond to parent suggestions, concerns and areas of interest. The school hopes to seek feedback on current school improvement initiatives.

## **Out of scope**

Items relating to specific pupils, specific parents or individual school staff should be discussed on a one-to-one basis with the relevant teacher or headteacher as appropriate.

## **Key responsibilities for Forum members:**

- To seek feedback and suggestions from as many parents/carers as possible from their respective classes/year groups and to relay the outcomes from parent forum meetings as appropriate. Minutes will be published on the website.
- To attend Parent Forum meetings representing views of all parents in their respective class/year group.
- To take an active part in discussions during meetings.

## **Membership**

To attend one meeting each half term – membership is for one school year. If there are many applicants from one class an election could be held if required.

- Either the Headteacher or Deputy Headteacher
- Ideally one parent per class or 2 from a year group
- If a parent fails to attend 3 meetings in a row a new forum member will be sought

## **Meetings**

- Will be held once a term in school
- Times and agendas to be communicated by Headteacher
- Minutes to be posted on the school website