

Parent Council

Terms of Reference 2025 -2026

The Parent Council is a body of parents with representation from each class. It provides a forum for them to put forward their views to the head teacher and the governing body of the school and is a more accessible way to involve parents and allow them to help influence decisions made about the school, enabling them to make a real contribution to the school. The parent forum does not have any statutory responsibilities, duties or powers in the school.

Members of the Parent Council agree to adhere to the following terms of reference.

The main aims:

- To foster an active partnership between home and school
- To improve communication
- To act as a 'sounding board'
- To suggest whole school improvements
- To gather feedback
- To gather information from the wider school community and to represent the voice of parents

Organisation:

- The group will meet once each half term.
- Agenda items will be passed to the Headteacher from the Class Representatives.
- The Agenda will be circulated in advance of the meeting.
- The Headteacher will chair the meetings.
- The minutes will be recorded and the minutes of the meeting will be published on the school website.
- Other members of staff/parents/speakers may be invited to attend for a specific reason.
- A quorum of 3 members must be present for the meeting to go ahead. Less than this will mean cancellation.

Membership:

- Membership is open to all parents and membership from all year groups is encouraged. Any parent may nominate themselves to become a member of the forum. Ideally each class will have two representatives, one from each year group.
- Elections will only be held in cases where more than two parents from a class wish to be a representative.
- Governors are also welcome to attend any meetings.

Focus of discussions:

- Anything related to improving the school and further developing the partnership between the school and parents.
- When asking for feedback from parents, council members should adopt a neutral stance and not offer or promote their personal view.

Individual concerns/complaints need to be addressed with the class teacher//HT (following normal school procedure) and will not be discussed at the meetings. The names of individual children or members of staff will not be used at the meetings.