

The Federation of the Church Schools of Shalfleet and Yarmouth

Parent School Forum Group

TERMS OF REFERENCE

Membership
Head teacher to be Chairperson One/two representatives from each year group Staff/Governors to be invited to join group meetings where appropriate Each representative to stay in post for one academic year At the beginning of each academic year (September) the posts will re-open for nominations
Meetings
One meeting every half term Dates/times of meetings agreed to suit the majority of members Meetings to be held at the school
Aim
To provide support to the development of quality provision for all pupils in the Federation
Objectives
To represent year groups To strengthen communication between class and parents/carers To work in liaison with other parents/carers discussing agenda items in order to feedback strengths, ideas and thoughts To support and develop the Federation Priorities To be informed of the Federation Development Priorities To voice suggestions, ideas and thoughts
Code of Conduct
A parent rep should not mention their own children or name individuals at the meetings If the parent rep should be approached by a parent/carers with issues that should be dealt with or resolved by the child's teacher, they should advise the parent to talk directly to the teacher in the first instance Any significant concerns a parent/carers may have, should be brought to the head teacher and not to the meeting A parent rep will understand the need for confidentiality
Terms of Reference
Parent Representatives will be made known to all parent/carers via the newsletter and will detail their role within the group Parent Representatives should liaise with parents/carers in their year group when needed Parent Representatives should work in partnership with the teacher of the year group, strengthening communications Parent Representatives to feedback ideas/thoughts from parents/carers at the meetings At the end of each term, the group will evaluate their work and the impact on school development and ethos. This will be fed back to all parent/carers of the school. Minutes to be taken of each meeting.
This document is to be reviewed at the beginning of each academic year
Date agreed: