



STOWER PROVOST PRIMARY SCHOOL

Terms of Reference

1. Aims

- to work together to improve the education provided for our children
- to share information, knowledge and skills
- to meet in a mutually supportive environment
- to further improve communications between parent/carers and staff/governors

2. The parent forum does not have any statutory responsibilities, duties or powers in the school.

3. Membership

Only parents/carers of children currently at Stower Provost Primary School can be members. All parents/carers are eligible for membership and are welcome to any meeting.

4. Meetings

All parents are welcome to any or all meetings during the year. Meetings will be informal and held each half term. Agendas will be shared in advance.

5. If you wish to submit an agenda item contact Parent Forum Chair via email at parentforum@stowerprovost.dorset.sch.uk

6. Minutes of the meetings will be published on the school website.

7. Focus of discussions

Anything related to improving the school and further developing the partnership between the school and parents.

8. Items not open to discussion

Concerns or complaints involving individual children, families or members of staff.



STOWER PROVOST PRIMARY SCHOOL

MONDAY 30TH OCTOBER

AGENDA

1. Welcome and introductions
2. Signing in for minutes
3. How a Parent Forum works
4. Terms of reference
5. Election of Chair, Vice Chair and Secretary
6. Headteacher recruitment

Questions raised:

1. What are the school governors looking for in the new permanent head and why is it proving hard to find?
2. What provision has been made for acting head teacher in 2018?
3. Can the governors be more specific about recruiting a new head than "later in 2018"
4. Is it possible that the failure to recruit a new permanent head teacher will weigh against the school when OFSTED next make an assessment?
7. Parent Governor Elections
8. Parent Survey

HOW WILL THE PARENT FORUM OPERATE?

How will the Forum be run?

The Parent Forum will be led by the Parent Forum Committee (PFC).

The PFC is made up of volunteer parents or carers and representatives of the school & governing body.

The purpose of the committee is to:

- organise meetings of the association to inform about educational issues and to discuss particular problems in the school;
- run open forum and discussion events for parents, carers at the school
- circulate literature
- communicate discussions and outcomes to the school community
- set the agenda in collaboration with the governing body and school senior leadership team in advance of meetings
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The membership of the committee currently consists of the following volunteer members.

(Chair)
(Vice Chair)
(Secretary)

Parent Reps
One for each class min

How long will each person fulfil their role on the Membership committee?

Each person will sit on the Committee for a year, after which time they will either step down although they may seek re-election.

Members of the Committee may step down during the year by giving four weeks notice to the Governors and/or Chairs

What is the role of each Member of the Committee?

The roles of each Member are as follows:
Chair

- Meet regularly with the school and governors to discuss issues arising from previous Forum and develop agenda for next Forum
- Leads Forum meetings – focused, constructive, efficiently
- Responsible for reporting back progress on previous issues
- Liaise with year reps between meetings who will feedback on relevant queries
- Ensures minutes of meetings publicly available
- Help to organise forum meeting

Secretaries

- Take minutes of meetings
- Monitor and collate possible new agenda items from school email address, year reps etc
- Meet regularly with the school and Governors to help formulate agenda for following meeting
- Ensure that minutes are available for school community to access (via website etc) and ensure that website is up to date liaising with school office
- Oversee publicity of and ensures distribution of agenda for the next meeting
- Help to organise forum meeting

Parent representatives

- provide a point of contact for parents to express views
- assist with canvassing parents views between forum meetings and for disseminating information from the Forum to parents

Who will set the agenda?

The items for the agenda may come from a number of sources, including:

- parents and carers;
- governors
- the school leadership team; and
- the annual school questionnaire and new questionnaires and polls.

The agenda will be formally agreed by the Chairs of the Forum, in agreement with the school leadership team and the governors.

How will the Forum committee publicise its meetings?

Meetings will be advertised in ParentMail, Parent Forum, posters and school newsletters and book-bags, and on the school website.

How often will the Forum meet?

The Forum will meet twice a term (once every half term). Any additional meeting will be only held in exceptional circumstances.

What are the “ground rules” for the meeting?

We want to ensure a positive and respectful environment and we want those who attend the meetings to abide by the following code of conduct:

- Listen to others' views and welcome diversity of opinions
- Treat speakers with respect
- Act courteously
- Contribute & participate
- Avoid naming individual members of the school community

The Parent Forum Committee (PFC) completely understands that things can get emotional and will facilitate & mediate meetings with the school if necessary, but ask that in a public forum all participants act in an honourable manner.

How will the Forum ensure that its discussions/views are fed up to the Governors/leadership team?

Between them, the Chairs and Secretaries will send convey in writing the collective views of the Forum to the relevant body. This may be supplemented by attending meetings with the relevant body to discuss its findings. In turn the governing body/school leadership team will reply by conveying its views for passing on/discussion

How will parents and carers be kept informed of developments between Forum meetings?

Parents and carers will be kept informed through [updates to the website/ParentMail/newsletters] as appropriate.

How will the Forum evaluate how well it is working?

To ensure the Form is working well and being effective, it will carry out a review at the end of every year. We have not yet decided how this be done, but may involve a survey.

What happens if I am unhappy with the way in which the Forum is working?

If you are unhappy with the way in which the Forum is working throughout the year, please contact any of the parent governors.