



## **PARENT FORUM**

The most important factors in improving a school are good teaching and strong leadership. The biggest factors influencing the success of a child are the parents/carers.

### **What is a Parent Forum?**

The Parent Forum provides an accessible way of involving parents in influencing decisions about the school, enabling them to make a real contribution to school life and providing an all-inclusive and approachable school environment for everyone involved.

The purpose of the forum is consultative and advisory, not decision making. The Governing Board remains the decision-making body.

### **Main Aim**

Our aim is to enhance communications and develop an effective partnership between home and school so that everyone works together for the benefit of all pupils. By providing a voice for parents on issues that are relevant to them it helps the leadership of the school take the needs of our families into account when making decisions. It also helps parents to understand decisions from the point of view of the school.

### **Membership**

The membership of the Parent Forum is open to all parents/carers who currently have a child at Whitegate CofE School

- Two volunteer parents from each class for one year term of office
- Head teacher and/or Deputy headteacher
- Two Governors
- Other members of staff will be invited to meetings as appropriate.

Before the end of the academic year forum members will seek a replacement representative from their class or seek re-election for a further year.

Representatives for the Reception class will be decided by end of September each year. A chair and secretary will be agreed annually at the first meeting of the Autumn Term

### **Meetings**

There is no maximum or minimum number needed for the meeting to be quorate

- Meetings to be held termly in school towards the end of the school day  
Dates will be set by the headteacher and communicated to all parents via the Notice Board on the school website

- The agenda will be drawn up by the chair following consultation with class representatives and the headteacher and circulated to all members on the school website Notice Board
- Minutes will convey content and outcomes but not identify individual views and will be published on the school website Notice Board
- AOB must be emailed to the chair before the day of the meeting so that any required paperwork can be prepared.
- Meetings will generally begin at 2pm and will last no longer than 60 minutes
- Extraordinary meetings can be called if required at the request of the Head teacher or assigned governor(s)
- If class representatives are unable to attend they should ask another parent to represent them.

Some topics cannot be addressed by the Parent Forum and should be discussed between parents and members of school staff.

eg issues relating to individual children or members of staff, individual complaints, school policies and procedures relating to general curriculum issues and details.

### **Expectations of Class Representatives**

- To communicate with all parents/carers of children in the class
- To gather parent views on meeting topics and feedback at meetings
- To liaise with the Chair regarding agenda items
- Act with the best intentions of the school
- Improve communication between parents and school.

### **Golden Rules**

- Respect confidentiality and never name pupils, staff members or other parents
- Support and be guided by the chair of the meeting
- Keep to time and the agreed agenda
- Attempt to keep individual contributions brief and to the point
- Respect the opinions of others and let them finish without interruption.

There will be the need to be rules for the appropriate use of Social Media and this will be discussed at the first meeting.