

Hexthorpe Primary Academy

Parent and Community Forum

Terms of Reference



Hexthorpe Primary Academy Parent and Community Forum: Terms of Reference

Aims

The aim of the Hexthorpe Primary Academy Parent and Community Forum is to facilitate positive and effective communication between parents, the community and the academy, providing a channel for communication, feedback and suggestions for improvement.

Specifically to:

- Promote the partnership between school staff, pupils, parents/carers, and the local community.
- Develop and engage in activities which support the education and welfare of the pupils.
- Identify and represent the views of the parents/carers and the community on matters affecting the education and welfare of the pupils.
- The Parent and Community Forum is not a decision-making body. It is a body which can feed in views and represent the parents/ carers and community.

-

Scope

Specific feedback and suggestions for improvement and enhancement of:

- Communication.
- Administration.
- Catering.
- School policies.

Out of scope

- Items relating to specific pupils, specific parents or individual school staff which should be discussed one to one with the relevant teacher, Principal or Vice Principal as appropriate.
- The meeting will not discuss individual`s issues and the Chair will ensure that the rules are adhered to.

- Facebook and other social media sites must not be used to bring the academy into disrepute.

Who can be part of the Forum?

- All parents and carers of children attending Hexthorpe Primary Academy are welcome to be part of the Forum, including members of the local Community.

Why should parents & carers and community members take part?

As a parent or carer, being part of the Forum can help in a number of ways:

- It gives you an opportunity to get together on a regular basis with other parents to have your say on what the school is doing well, and ideas of how you feel things could be improved.
- It can break down barriers between the school and parents and improve working relationships.
- Good links between you and the school can improve your child's enjoyment and chances of doing well.

How can parents, carers and community members participate?

Parents and carers can participate in a number of ways:

- All are warmly welcome to attend and participate at any Parent Forum meeting.
- By taking a role to help promote the Forum and make it work.
- By participating in activities or by making the Forum aware of your thoughts relating to Hexthorpe Primary Academy.
- Parents and carers are welcome to e-mail issues they would like to be discussed. The Email address is available on the School Website.
- By suggesting items to be discussed verbally to a member of the Forum.

Key Responsibilities of Forum attendees:

- To attend Parent and Community Forum meetings representing their own views.
- To adhere to the scope of the Parent and Community Forum and to conduct themselves in an appropriate manner, respecting the individual rights of members.

Meetings.

- Meetings will be held half-termly or as and when necessary.

It is the responsibility of the Chairperson to ensure that:

- Meetings are scheduled and times and venues communicated.
- Minutes are posted to the school website for all parents to view with copies available from the school office upon request.
- Meetings run to time (approx.1hr) and active participation is sought from all representatives.
- Teachers and/or Governors to be invited as necessary.
- Feedback will be given of the outcomes of the meetings to Staff and/or Governors as appropriate by nominated representatives.

Terms of Reference Agreed: 19th June 2017

Review Date:

