



1 Membership

We will aim to have named parent representatives for each class.

Meetings will be attended by school staff (normally the Head) and a governor if appropriate.

We will aim to ensure parent/carer minority groups are represented and are able to access meetings.

2) Lead Representative

A lead member of the Parent Forum will be identified, with the role of distributing agendas/paperwork.

3) Quorum

There is no minimum or maximum needed.

Decision making/voting is not currently part of the Parent Forum remit.

4) Meetings

To be held half termly at the school. Times for each meeting are to be confirmed but the meeting will usually take place at 2.15pm in the school staff room. Dates always to be agreed at the last meeting and clearly communicated to all parents on meeting minutes, website etc.

Structure of meeting to be:

A main area of discussion per meeting decided on before the meeting. There will be an opportunity for Any Other Business. Any other

business must be emailed to the head teacher by at least 1pm on the day of the meeting so the head teacher can prepare any paperwork that may be required.

Meetings will usually last about 30 minutes.

Extraordinary meetings can be called if required at the request of the Head teacher or assigned governors.

5) Agendas/Minutes

The agenda for each meeting is to be drawn up and sent to the lead representative for distribution prior to the meeting.

Normally the agenda is to be issued to everyone at least 1 week before the relevant meeting.

Minutes: Will convey content and outcomes of meeting but not identify individual views. Minutes are to be circulated, where possible, within 2 weeks of a meeting and will be sent to all parents in the school. A copy of minutes will be published on the school website.

6) Communication

A Parent Forum page on the school website will be available for information and discussions, rather than using social media.

The Parent Forum will not be a place for parents to raise personal issues and concerns. Complaints involving pupils or families will not be discussed. If you have a personal concern, please contact the school directly, as we can deal with the issues more quickly for you and your child.

Attendance by Forum members at school events would be a good way to gain wider parental views.