



Kingsnorth Church of England Primary School Parent Forum Terms of Reference

The Parent Forum is an elected representative body of parents, who work with the school to improve learning and wider opportunities for the children.

The Parent Forum will meet termly, and be chaired by the Senior Leadership Team (Head Teacher or Deputy Headteacher) and the Family Liaison Officer. Membership of the Parent Forum will be open to all parents and carers, and will comprise seven elected parents who are representative of all classes in school; this will mean that there is one representative for every year group. In the event of more than seven volunteers for a position on the Parent Forum and therefore more than one nomination per year group, a parent vote will take place. The term of office for each member is one academic year, renewable upon further election. The Parent Forum reviews the impact of its work and its Terms of Reference annually at the end of each academic year.

Meetings will be minuted and made available to parents via the school website. Paper copies of minutes will be available on request from the School Office for those without internet access.

Terms of Reference

The Parent Forum will:

- Be a forum that the school can consult on appropriate matters and issues;
- Provide opportunities for sharing of appropriate and relevant information;
- Foster greater parental participation;
- Provide opportunities for the school and its community to learn from each other through a range of events;
- Support activities or projects deemed to be consistent with the other terms of reference;
- Not discuss individual grievances related to teachers, pupils, members of staff or other parents;
- Respect confidentiality in order to also align with GDPR regulations
- Be a model of co-operation and partnership within an inclusive framework.
- Have a representative from the Local Board of Governors.