



GRIFFYDAM PRIMARY SCHOOL

PARENT FORUM TERMS OF REFERENCE

Objective

The objective of Griffydam Primary School Parent Forum is to facilitate positive and effective two way communication between parents and the school, providing a channel for communication, feedback and suggestions for improvement.

Specifically to:

- promote the partnership between school staff, its pupils and its parents/carers
- develop and engage in activities which support the education and welfare of the pupils
- identify and represent the views of the parents on matters affecting the education and welfare of the pupils.

Scope Specific feedback and suggestions for improvement of:

- Communication
- New Initiatives
- Parking and safe routes to school
- Parents evening format
- School trips and events
- Views on school policies when they are updated e.g. Behaviour/Homework

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, SENDCo or Headteacher as appropriate.

Key Responsibilities of Parent Forum Members (staff, governors and parents)

- To ensure that dialogue between the group is open and well-natured
- To keep matters 'within scope'
- To ensure that matters discussed within the group are confidential before minutes are published, to enable group members to speak freely around the issues.

Meetings will be held each term. 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 and active participation is sought from all representatives

Dates of Meetings

Dates of meetings will be published on the school website as soon as they are agreed.

November 2017