



Cliftonville Primary School & Pre-School
Soaring to success. Every child. Every day.

Parent Forum Terms of Reference

Aims:

- To develop and promote a positive partnership between school staff and parents/carers.
- To give parents a voice and enable them to contribute to school decision making.
- To identify and represent the views of parents on issues affecting the education and welfare of pupils.

Scope:

- Individual concerns/complaints and those relating to specific pupils, parents or school staff should be addressed in the usual manner (discussed with the class teacher or year group leader initially and referred to SLT as appropriate).
- The main areas of discussion are: communication, administration, catering, school policies, premises and procedures.

Membership:

- A member of the Senior Leadership Team will chair the meetings and at least one other member of staff will attend.
- Other members of staff/parents/governors may be invited to attend for a specific reason.
- Membership is open to all parents and will represent a cross section of pupils of the school (including different age groups, genders, EAL, SEN).
- Membership is for one school year.

Organisation:

- The group will meet once a term.
- Meeting agendas will be distributed to members at least one week before each scheduled meeting.
- Minutes of each meeting will be published on the school website and emailed to members with paper copies available at the school office on request.



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Meeting structure:

- Meetings will be one hour long and will run to time (time slots will be allocated to each agenda item).
- Each meeting will cover a maximum of 3 issues or questions raised by the school.
- Each meeting will cover a maximum of 2 issues or questions raised by parents.
- There will always be time for celebration of successes since the last meeting.

Participation:

- If members are unable to attend, they should send their apologies in advance wherever possible.
- Members are expected to seek feedback and suggestions from as many other parents as possible prior to the meeting and relay the outcomes as appropriate.
- Active participation is sought from all representatives.
- If a member would like an item to be considered for a meeting agenda they should send a request via email to parentforum@cliftonville.kent.sch.uk.

