

Parent Forum Coombe Dean School

Terms of Reference

Coombe Dean School's Parent Forum aims to represent the views of all parents/carers and to be a voice to inform the school of the needs of children and families. It will facilitate regular communication and consultation between parents/carers, staff and the Local Governing Body. The forum works to provide feedback on school provision, to offer a parent's perspective on current policy and practice and to allow input into decision making and planning for the future.

General Terms

- 1) The group shall be known as the Parent Forum.
- 2) Only parents/carers of students currently attending Coombe Dean School can be members.
- 3) The group is not a committee of the school and, as such, the school does not propose to delegate any of their powers to the Parent Forum. The group is a working group formed to be a voice to inform the school and the Local Advisory Body of the parental viewpoint.
- 4) The Parent Forum will be facilitated by the school. Contact with parents/carers will be by their preferred method, once they have attended a meeting. Additional reminders will be sent via text and/or letter posted on the school website.
- 5) If parents/carers wish to suggest an agenda item please contact the chair Jane Cooper, jcooper@coombedean.co.uk

Main aims:

- Promote the partnership between the school, its students and its parents/carers.
- Develop and engage in activities which support the education and welfare of students.
- Identify and represent the views of the parents/carers on matters affecting the education and welfare of students.

The Parent Forum objectives are as follows:

- providing a positive space to advise on parental views
- identifying and promoting opportunities
- consulting parents/carers
- providing parents/carers an opportunity to influence and contribute to the academy
- encouraging parental involvement in the academy
- encouraging parental networking

Scope

- Specific feedback and suggestions for improvement of:
- Communication
- New Initiatives
- Curriculum updates
- Parking and safe routes to school
- Parents' events
- School trips and events
- Catering
- After school clubs and enrichment activities
- Views on school policies when they are updated e.g. Behaviour/Homework

Out of Scope

Items relating to specific students, specific parents/carers or individual academy staff which should be discussed one to one with the relevant teacher, senior leader or Headteacher as appropriate.

Membership

- Membership is open to invited parents chosen to ensure representation across year groups and family circumstances.
- Academy staff with representation from the Senior Leadership Team.
- Local Advisory Body members.
- Other governance representation from time to time.

Meetings

At least one meeting will be held in each autumn, spring and summer term. The agenda is prepared in advance of the meeting and circulated in a whole school letter published on the academy website.

A typical agenda includes:

- Items identified by the Local Advisory Body and Senior Leadership Team for discussion.
- Items identified by parents/carers for discussion.

Minutes of the meetings will be taken and published.