



# Parent Council - Terms of Reference

## WHAT IS THE PARENT COUNCIL?

The Parent Council is a body of parents elected by parents as Class Representatives. It provides a forum for parents to put forward their views about the running of the school and is a more accessible way to involve parents & allow them to help influence decisions made about the school, enabling them to make a real contribution.

## OBJECTIVES

The Parent Council works in partnership with the school to:

- Create a welcoming school which is inclusive for all parents promoting partnership between the school, its pupils and all its parents
- Develop and engage in activities which support the education and welfare of the pupils
- Identify and represent the views of parents on matters affecting the education and welfare of the pupils.

## How is this achieved?

The Parent Council will be the forum for gathering, discussing & conveying parental views to the school. These may include:-

- Policies, procedures and protocols which affect the day-to-day operation of the school *e.g. start and finish times, after-school club provision, uniform, extra-curricular activities*
- Systems of communication between the school and parents on matters concerning the operation of the school.
- Matters designed to foster greater parental participation and engagement in the education of pupils by all parents, i.e. family learning sessions.
- The Parent Council will meet regularly. Minutes of meetings will be made available to all parents, the Senior Leadership Team & the Governing Body. Meetings will be conducted in a positive spirit, be constructive and solution focused. The impact of its work and Terms of Reference will be reviewed annually by the Parent Council at the end of each academic year, initiated by the Chair.

Some topics cannot be addressed by the Parent Council & should be referred directly by individual parents to the class teacher in the first instance or a member of the school leadership. This includes:-

- School policies and procedures relating to general curriculum issues & details
- Issues relating to individual children or staff
- Individual complaints or grievances

## MEMBERSHIP

Class Representatives are elected for each class.

Before the end of the academic year, the existing Chair will organise members of the Council to elect a new Chair and vice-chair whose function it will be to organise and guide the work of the Council in consultation with the Headteacher. The term of office for each member shall be 1 year renewable upon further election.

If a Parent Council member acts in a way that is considered to undermine the objectives of the Parent Council, their membership of the Parent Council may be terminated.

## MEETINGS

The Parent Council will meet regularly in an informal, café style atmosphere.

The Chair will circulate a proposed agenda for the meeting to the Head Teacher and other parents who will be attending the meeting.

All meetings must be minuted and a copy of the minutes provided to the Head Teacher for approval before publication. These will then be made available to the whole school community and teachers via the school website.

In order to reach a wide cross-section of parents from the school, surveys which may lead to a change of provision, i.e. school uniform, school dinners etc will be conducted in the usual manner. All suggestions for change will be put to the Headteacher and Governing Body who will make the final decision as to whether a change in provision is required.

- Respect confidentiality and never name individual teachers, pupils, members of staff or other parents.
- Support and be guided by the Chair of the meeting
- Keep to time and the agreed agenda
- Attempt to keep individual contributions brief
- Respect others opinions and ideas by letting them finish without interruption

### **Role of Chair**

The Chair will lead the Council, setting & circulating agendas, chairing meetings, representing the group to the Head Teacher or governing body.

### **Role of Vice Chair**

The Vice Chair will attend & chair meetings in the absence of the Chair.

### **Role of Secretary**

The Secretary will take the minutes of each meeting. These should be submitted to the Chair within 14 days of the meeting, where possible, for subsequent approval from the Head Teacher. The Secretary will be responsible for collating and photocopying documentation to be used at each meeting using school resources.

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<sup>1</sup> The definition of a 'parent' is an adult including mother, father, carers with parental responsibility or care for a child attending the school