



The Mosley Academy

Parent Forum Group

Terms of Reference

Purpose

The Parent Forum Group meets every half term to discuss school related matters.

The group aims to represent the views of all parents, carers and guardians.

It will facilitate regular communication between parents, staff and governors. The Parent Forum will work to provide feedback on provision, offer a parents' perspective on the school and input into decision making and planning for future provision. **It is not a forum for negativity or complaints.**

The group is not in place to address concerns about an individual child. Parents who need to discuss these issues should approach their class teacher or the Headteacher, as appropriate. The Parent Forum will always encourage parents to talk directly to our staff, who are available every day.

Roles

- Governing body – strategic support for the leadership and management of the academy.
- AMPs (PTA) – fundraising for the academy.
- Parent Forum – communication between parents and the academy.

Membership

To begin with, the Parent Forum membership will consist of one parent per year group. The group can be made up of:

- Parents of children attending The Mosley Academy. For reasons of confidentiality other family members (e.g. Grandparents) cannot join the group.
- Headteacher or representative(s).
- Staff representative(s).
- Governor representative(s).

We aim to have a diverse membership, representing views from parents from all backgrounds and sectors of the community. Membership will be reviewed each September and will be updated on the school's website.

A Chairperson is to be appointed at the start of each school year.

A clerk will be appointed at the start of each meeting (ideally on a rotation basis).

Objectives

- To promote communication between the school and parents.
- To provide an opportunity for parents to share their views and act on initiatives as deemed appropriate by the group and the school.
- To enable the school and governors to consult with parents in regards to decision making, where appropriate.

Meetings

There will be between 3 and 5 meetings a year. The group recognises that for staff and governors there needs to be consideration about too many meetings. Meetings for each year will be ideally set at the first meeting in September.

Dates will be published on the school's website and newsletter.

Confidentiality

Should there be a confidential item raised, this will be noted at the meeting and should not be discussed outside of the meeting room.

Communications

All items for the agenda are to be notified to the office (ideally via e-mail) two school weeks before the date of the next meeting.

The agenda is to be circulated via e-mail one week before the date of the meeting.

'Any other business' can be included on the agenda within the week of the agenda being circulated, but AOB must be communicated to the Chairperson and Headteacher before commencement of the meeting.

Reporting

Minutes will be circulated via e-mail to all members and governors by two weeks after the meeting date.

The minutes will be made available to all parents via the school's website and will be notified on the newsletter. Hard copies will be available on request.

Information from the Parent Forum will be shared with other parents, via a newsletter.

Review process

The Terms of Reference and membership will be reviewed once a year.

First review: September 2018

Second review: September 2019

Membership

Members

R = Vacant

Y1 = Mrs Pratt

Y2 = Mrs Robins

Y2 = Mrs Insley

Y4 = Mrs Andrews

Y5 = Mrs Archer

Y6 = Mrs Sillito