HALLING PRIMARY SCHOOL PARENTS’ FORUM

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**AIMS:** to encourage open discussion and provide enhanced communication between parents/carers and representatives of the school’s leadership team (including members of the Governing Body).

**OBJECTIVES:** to provide opportunities for parents/carers to: ask questions; share views about issues that affect the children’s experiences at school; become more knowledgeable about the workings of the school and school policy; help to make decisions that will benefit the whole school community.

**TERMS OF REFERENCE**

The Terms of Reference aim to ensure that all members are clear about their roles and responsibilities as members of the Halling Primary School Parents’ Forum. Adherence to the Terms of Reference will ensure the highest standards of integrity in the group and help members to exercise their roles effectively. The Terms of Reference are designed to give anyone who has contact with the Parents’ Forum a clear understanding of the standards required by members.

**Members are required to:**

* Always act in a way that reflects and maintains the ethos of Halling Primary School;
* Contribute constructively to Parents’ Forum discussions;
* Ensure that any actions or decisions taken as a member are taken in an open and accountable manner and that such actions or decisions are always in the best interests of the children;
* Seek feedback and suggestions from parents in their respective year group and relay this information to the Parents’ Forum as appropriate;
* Attend meetings representing views of parents in their designated year group;
* Disclose any personal interest in an agenda item before the meeting and consider the appropriateness of taking part in the discussion;
* Respect and adhere to the decisions taken by the Forum;
* Represent the Parents’ Forum and Halling Primary School in a positive manner;
* Decline from asking for matters relating to their own child/children to be deal with at Parents’ Forum meetings.
* Refrain from commenting on the work of the Parents’ Forum on any form of social media.

**The leadership of the school will:**

* Ensure that each meeting is chaired by a member of the school’s Senior Leadership Team and attended by at least one member of the Governing Body;
* Taking account of requests from members, agree and email the agenda for each meeting in advance;
* Publish the minutes of each meeting on the school’s website.

*I agree to the Terms of Reference for the Parents’ Forum.*

Signed: ……………………………………………………………………………………………

Date: ……………………….