

## **What is the Parent Forum?**

The Parent Forum is a consultative body that supports the partnership between parents and school that is so important to us at The Firs.

It is a valuable way to contribute ideas, celebrate successes, share views and make suggestions for improvement.

The outcomes from Parent Forum discussions will be shared with the School Leadership Team (SLT) and Governors, to feed into the decision making process that determines our policies and procedures.

## **The aims of the Forum:**

- To foster an active partnership between home and school
- To support children's learning and welfare
- To improve communication
- To act as a 'sounding board', gain feedback and represent the voice of parents
- To share information, knowledge and skills
- To suggest and support aspects of school improvement

## **Organisation**

- The group will meet at least once a term
- Meetings will be minuted and will be circulated via email at least 1 week before the next meeting.
- Minutes will be posted on the school website so all members of the school community are aware of matters discussed at Forum meetings.
- A quorum of 3 members must be present for the meeting to go ahead. Less than this will mean cancellation

## **Membership**

- There is no maximum number of members
- Membership is open to all parents and membership from all year groups is encouraged
- 2 or 3 members of the SLT will also attend meetings
- The headteacher or another member of the SLT will chair meetings
- Parents are free to choose to attend any meeting
- Other members of staff/parents/speakers may be invited to attend for a specific reason.
- Governor representation will be encouraged

## **What will be discussed at meetings?**

Anything related to improving the school and further developing the partnership between the school and parents can be discussed.

The meetings will be informal and an opportunity for an open discussion.

The Firs Lower School  
**Parent Forum Terms of Reference**



**What will not be discussed at meetings?**

Individual concerns/complaints need to be addressed with the class teacher in the first instance and then follow the normal school procedure (See School Complaints Policy).

Such concerns or complaints involving individual children, families or members of staff will not be discussed at Parent Forum meetings, due to their confidential nature.

The names of individual children or members of staff should not be used at the meetings.

**How can I raise an issue, ask a question or make a suggestion?**

Members of the forum can ask for items to be placed on the agenda for the next meeting.

Other parents or members of staff can contact the school office (in person, by phone 01525 402735 or by email - [office@firslower.org](mailto:office@firslower.org) ) and ask for an item to be added to the agenda for discussion.