Hingham Primary School Parent Forum

Terms of Reference

Objective

The objective of the HPS Parent Forum is to facilitate positive and effective two-way communication between parents and the school, providing a channel for communication, feedback and suggestions for improvement.

Specifically to:-

- promote the partnership between school staff, its pupils and its parents/carers
- develop and engage in activities which support the education and welfare of the pupils
- identify and represent the views of the parents on matters affecting the education and welfare of the pupils

Scope

Specific feedback and suggestions for improvement of:

- Communication
- Administration
- School policies

Out of Scope

Items relating to specific pupils, specific parents or individual school staff which should be discussed one to one with the relevant teacher, SENDCO, Deputy Headteacher or Headteacher as appropriate.

Key Responsibilities of Parent Forum Members

- To seek feedback and suggestions from as many parents as possible from their respective year group and to relay the outcomes from the Parent Forum as appropriate.
- To attend Parent Forum meetings representing the views of all parents in their respective year group.
- To work closely with other members to ensure coverage of all parents in each year group.

Membership

To attend one meeting each half term

- At least one of the Senior Leadership Team (Headteacher or SENDCO or Deputy Headteacher) and the Inclusion HLTA.
- Three parents per year group to be nominated as below.

Relevant parents nominate themselves as a potential Parent Forum Member and the parent with the most votes in each class will be appointed. Membership is for one school year. A parent can represent only one year group.

Meetings

Meetings will be held monthly.

- It is the responsibility of the Inclusion HLTA to ensure that:
    - Meetings are scheduled and times and venues communicated
    - Minutes are posted to the school website for all parents to view with copies available from the school office upon request.
    - Meetings run to time and active participation is sought from all representatives.