



## Vale Primary School

### Parent Forum

#### Terms of Reference

##### Introduction

The aim of the Terms of Reference is to ensure that all Parent Forum members are clear about the expectations of their role, their obligations and clarity in regard to their conduct as a Vale Primary School's Parent Forum member. The purpose of the Terms of Reference is to ensure the highest standards of integrity within the Parent Forum and to help members of the Parent Forum exercise their roles effectively. The Terms of Reference are also designed to allow any party who has contact with the Parent Forum a clear understanding of the standards required by Parent Forum members.

##### Aims

1. To help build and maintain clear, positive lines of communication between parents/carers and all staff members of Vale Primary School.
2. To assist our staff and school leaders to build a positive school community and to foster parental partnerships.
3. To help teachers and staff support the children with activities and events throughout the year.
4. Help the school to introduce new families into our school community and integrate them into our Vale family.

##### Parent Forum Member – Expectations and Obligations

Parent Forum members are expected to:

- Always act in a way which maintains and encourages the ethos and values of Vale Primary School
- Contribute constructively and positively to the Parent Forum and any associated sub-group discussions and decisions
- Ensure that any actions or decisions taken as a Parent Forum member can be justified to the Parent Forum and the wider community and are taken in an open, honest and accountable manner
- When necessary, treat all issues in an open manner, unless they are deemed as confidential
- Disclose any personal interest in an issue under discussion **before** the discussion takes place and consider the appropriateness of whether they should take part in the discussion. If Parent Forum members have information pertinent to an issue which they feel is relevant, this should be raised with the headteacher and presented in a confidential manner.
- Ensure that, neither they or their children receive any preferential treatment or gain from their position on the Parent Forum
- Respect and adhere to any decisions taken by the Parent Forum
- Where a member has an issue with any decisions of the Parent Forum, these should be addressed during the first available Parent Forum meeting.
- Represent the Parent Forum and therefore Vale Primary School positively, at all times.
- Attend any relevant training sessions and events as agreed upon in Parent Forum meetings
- In line with school policy, not ask for matters relating to their child/children to be dealt with at a Parent Forum or any other sub-group meetings. There are other means within school procedures for dealing with these matters.
- Should social media be used as part of the Parent Forum, its use will be constructive and positive in nature and support the ethos of Vale Primary School.

##### Personal Considerations

- Parent Forum members must act in the best interests of the school and ensure their views are put forward for the benefit of the work of the Parent Forum in support of whole school issues, irrespective of any interest group or constituency they may represent.
- Parent Forum members will always consult with the Headteacher **prior to** any liaison with the press or other media representatives/outlets.
- There is a clear commitment to all Parent Forum members that they will be supported, through information, support and training, when available and appropriate, to assist them to exercise their role and responsibilities as Vale Primary School Parent Forum members.

## Parent Forum Member Role

As a member of the Parent Forum, you will be expected to be involved in the following ways;

1. Attend the new Parents' Evening for Reception parents/carers at the end of each summer term.
2. Help recruit parent/carer volunteers for activities and events in and out of school throughout the year. This could be accompanying school trips and visits, assisting with school productions (costumes, make-up, props etc.), helping with swimming, cycling proficiency, cookery/craft lessons, school themed days and other school events etc. These will typically be 'one-off' events. [Parents/carers who may wish to help in school on a more regular basis should contact the Deputy Headteacher or our Vale PTA]
3. Meet at least once a term with the Headteacher/Deputy Headteacher to discuss issues relating to the role of Parent Forum member.

As outlined above, the role is primarily concerned with building and maintaining a positive sense of community within our Vale Primary School, whilst also providing valuable links between all staff and parents/carers.

### Please note

The role of Parent Forum member should be positive in nature. Parent Forum members should support their fellow parents, whilst also supporting the ethos and values of the school. However, if parents have any problems or issues with the school, Parent Forum members will ask and direct parents to use the correct, agreed lines of communication. That is to say, in the first instance where an issue becomes apparent, parents/carers should speak to their child's class teacher with any concerns or queries. If this is not possible or appropriate, then parents/carers should speak to a senior leader in school, or the Assistant Headteacher/Deputy Headteacher or Headteacher. On occasion, the Parent Forum member may feel it appropriate to bring a concern directly to the Deputy Headteacher without having to discuss any specific or confidential details.

It is vitally important and expected that all Parent Forum members understand, respect and adhere to the need for complete confidentiality.

Parent Forum members will encourage and remind other parents that there is always someone at school to discuss any issue with parents relating to the education and welfare of their child or the school in general. Vale Primary School encourages all parents to raise any problems or concerns with the school **directly**, rather than discussing the issue outside of the established lines of communication detailed above.

The role of a Parent Forum member is a vital part of developing and supporting our whole school community and we are extremely grateful to all those parents/carers who are willing to join us to help provide a nurturing and engaging setting for all of our children to learn, thrive and enjoy themselves as they progress through Vale Primary School.

Parent Forum Terms of Reference

September 2017

To be updated September 2019