



## Buglawton Primary School Parent Council – Terms of Reference

Buglawton Primary School is committed to supporting and developing a Parent Council.

### Membership

The Members of the Parent Council wherever possible should include:

- The parent of at least one child from every class;
- A Member of the Senior Leadership Team;
- A member of the Administration Team;
- Other governors and staff may attend meetings as observers and staff may be invited to speak on particular issues.

### Aims

The main aim of the Parent Council is to ensure the voice of parents is listened to and heard by the Governing Body and the Leadership Team to ensure we are meeting the needs of all children, parents and the community and offering an excellent education to all. It will also add strength and value parental partnership in supporting children's learning. The other aims are:

- A vehicle for seeking parental views and perspectives on day-to-day school matters;
- An opportunity to share the positive work of the school;
- A forum for bringing common concerns to the attention of the school's leadership;
- A forum for the leadership of the school to explain why and how some decisions have been made;
- A mechanism for improved communication between and across the school community;
- An opportunity to gain parent views and expectations on relevant policies and practices.

### Meetings

- The Parent Council will meet at least 6 times a year (once every school half term);
- Meetings will last for no longer than an hour;
- Meetings will be in person at Buglawton Primary School.
- Meetings will be conducted in a professional way with all parties showing consideration and respect to each other.

### Structure

- The Parent Council will be chaired by a member of the Senior Leadership Team;
- Parents will be able to self-nominate themselves to be on the Parent Council;
- Wherever possible there should be at least one parent representing each class.
- Where there are no self nominations for a class then the school and the Parent Council will seek to find a representative;
- Where specific groups of the school community are underrepresented, the school and Parent Council will seek to recruit parents to ensure that the forum represents all groups in the school;
- Parent membership of the council will be reviewed annually.

**The Parent Council is not:**

- A decision making body. It is involved in discussions and consultations, and coming up with recommendations. But it is the governing body that make the decisions and decide the strategic way forward for a school.
- The channel for individual complaints/issues or concerns. Concerns or complaints involving individual children, families or staff will not be discussed. These should follow normal school procedures. This does not stop parents giving their views on topics being discussed
- A replacement for the governing body.
- A group that will become involved in staffing or financial issues.

**Accountability:**

- The Parent Council minutes will be available for all parents to see by being posted on the school website and sent via email.
- Copies of minutes will also be circulated to members of the Parent Council, Governing Body and the Leadership Team.

**Processes:**

- Parent representatives will make themselves known to their class parents so that agenda items can be raised in advance of meetings
- A week before the half termly meeting, the agenda items will be shared with the Headteacher by the parent representatives.
- Agendas will be shared on the school website.

**Review:** These terms of reference will be reviewed annually.