



Woodlands Primary School

Parent Forum

Terms of Reference

The purpose of the group is consultative.

The main aims:

- To foster an active partnership between home and school
- To improve communication
- To act as a 'sounding board'
- To suggest whole school improvements
- To gather feedback
- To gather information from the wider school community and to represent the voice of parents

Organisation

- The group will meet once a 'seasonal' term
- The headteacher will chair the meetings and take minutes
- Other members of staff/parents/speakers may be invited to attend for a specific reason.
- 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
- Membership is open to all parents and membership from all year groups is encouraged
- Parents are free to choose to attend any meeting
- Governor representation is encouraged

Individual concerns/complaints need to be addressed with the class teacher//HT (following normal school procedure) and **will not** be discussed at the meetings. The **names** of individual children or members of staff **will not** be used at the meetings.

