**Holly Lodge Primary School**

**Parent Forum**

**Terms of Reference**

**1 Membership**

We will aim to have a named parent representative for each class.

Meetings will be attended by school staff (normally the Head or appointed member of staff).

2) Quorum

There is no minimum or maximum needed.

Decision making/voting is not currently part of the Parent Forum remit.

3) Meetings

To be held half termly at the school at 2.30pm in the school staff room. Dates to be agreed at the last meeting and clearly communicated on meeting minutes and website.

Structure of meeting to be:

A main area of discussion per meeting decided on before the meeting. There will be an opportunity for “Any Other Business”. Any other business must be emailed to the head teacher by at least 1pm on the day of the meeting so the head teacher can prepare any paperwork that may be required.

Meetings will usually last about 30 minutes.

Extraordinary meetings can be called if required at the request of the Head teacher.

4) Agendas/Minutes

The agenda for each meeting will be emailed to class reps prior to the meeting one week before the meeting where possible.

Minutes: Will convey content and outcomes of meeting but not identify individual views. Minutes will be circulated to class reps within two weeks of a meeting and a copy of minutes will be published on the school website.

The Parent Forum will not be a place for parents to raise personal issues and concerns. Complaints involving pupils or families will not be discussed. If you have a personal concern, please contact the school directly, as we can deal with the issues more quickly for you and your child.

Attendance by Forum members at school events would be a good way to gain wider parental views.