



NATIONAL
CHURCH OF ENGLAND
ACADEMY

National Church of England Academy Parent Forum

Terms of Reference 2017

Introduction and rationale

The main aim of the Parent Forum is to ensure that in regards to specific issues the voice of parents is listened to and heard by the Governing Body and the Leadership Team. This helps to ensure we are meeting the needs of students, parents and the community and offering an excellent education to all. It will also add strength and value to parental partnership in supporting students' learning.

The group has been set up to:

- Encourage parents to participate in the life and work of the academy;
- Become a forum for parents to express their views about the academy and to act as a critical friend;
- To actively encourage and support other parents to participate in the process of academy improvements;
- To act as a sounding board for Governors and the Leadership Team around future developments for the academy;
- Support the academy in communicating effectively with parents.

Accountability

The Parent Forum minutes will be available for all parents to see by being displayed on notice boards in the school and staff room as well as being posted on the school website. Copies of minutes will also be circulated to members of the Parent Forum, Governing Body and the Leadership Team.

The remit

The Parent Forum will

- Be involved in developing and reviewing some academy policies and practice from a parent's perspective and feeding their views and comments back to the Governing Body and Leadership Team;
- Help to develop systems to enable the academy to communicate more effectively with parents;
- Act as a listening post for other parents and feed their views and comments back into discussions of the Parent Forum;
- Report back on the work of the Parent Forum to other parents;
- Participate in working groups with members of staff and governors to develop new ideas as appropriate;
- Share in the academy improvement planning;
- Assist in finding solutions to issues raised and discussed at the meetings of the Parent Forum;
- Recognise that the Parent Forum is an advisory and consultative body: the Governing Body remains the decision maker and provides the strategic leadership for the academy in partnership with the Leadership Team.

The Parent Forum will not:

- Become involved in staffing, personnel or financial issues, as this is solely the responsibility of the Governing Body;
- Become a forum for individual parent's moans and groans. These have to follow the normal academy procedures. This does not prevent parents giving their views on topics being discussed;
- Get involved in discussions surrounding individual children, staff or parents.

Membership

The Members of the Parent Forum wherever possible should include:

- The parent of at least one child from every year group if possible;
- At least one parent to represent any pupil or group of pupils identified by the Governing Body as requiring special consideration.

Other governors and staff may attend meetings as observers and staff may be invited to speak on a particular issue such as Special Educational Needs and Disabilities (SEND), More Able and Talented, or Looked After Children. The Executive Principal may volunteer to talk to the Parent Forum about a particular school based issue. A member of the Leadership Team will be present at every meeting to offer information, support and guidance.

Schedule of meetings

The Parent Forum will meet at least 3 times a year, once every school term with dates and times to be agreed with the membership. Meetings will last for no longer than an hour and refreshments will be provided. The meeting will be supported by the academy director.

Review

These terms of reference will be reviewed after five months (September 2017) and annually thereafter.



Martyn Jobling

Academy Director