

Terms of Reference for the Parent Council

The Parent Council is a group of parents/carers who have volunteered to represent the views of parents/carers in the school community. We believe the Parent Council has an important role to play in school improvement by ensuring that the parental perspective is represented, listened to and taken into account.

What is the role of the Parent Council?

The Parent Council helps to create an environment where all parents/carers in the school know that their views matter, and where they feel confident and comfortable putting them forward. They work on behalf of all parents to discuss educational matters that are of importance to all.

The Governing Body and Senior Leadership Team remains the decision making body and provides the strategic leadership of the school whilst the Parent Council has a consultative and advisory role. The following is a non-exhaustive list of matters on which the Parent Council may provide a forum for consultation and advice:

- Policies, procedures and protocols which affect the day-to-day operation of the school
- Systems of communication between the school and parents on matters concerning the operation of the school
- Matters designed to foster greater parental participation and engagement in the education of pupils by all parents and carers

Some topics cannot be addressed by the Parent Council and should be referred directly by individual parents to the class teacher in the first instance or a member of the Senior Leadership Team. This includes matters associated with:

- School policies and procedures relating to general curriculum issues and details
- Issues relating to individual children or staff
- Individual complaints or grievances

Objectives of the Parent Council

- To work in partnership with the school to decide on the key priorities to take forward;
- To provide a voice for parents/carers in the school on issues that are important to them;
- Improve the school's understanding of how to engage parents in their children's learning and in the life of the school;
- To support the school to develop strong home/school relationships;
- To support improvement by discussing the school's strengths and areas for development from a parental perspective;
- Help make links with the wider community;
- Capture the unique and varied skills, interests, knowledge and experience that parents/carers in the school can offer.

Members of the Parent Council

The Parent Council aims to have representatives for each year group. Wood Primary Parent Council welcome all who want to be involved. Nevertheless, the Council will consider voting representatives for each year group if it is felt the Council have too many members to have effective discussion. Members of the Parent Council usually meet once every half term to discuss issues, concerns and achievements. Meetings dates and minutes are on the Parents' Page of the school website. At the start of each academic year, all parents/carers will be invited to volunteer to be part of the Parent Council. All members must agree to abide by the terms outlined in this document and will share ideas in an appropriate way which reflects the values of Wood Primary School.

At the first Parent Council meeting of the school year, the Parent Council will decide who will Chair the Meetings and record the minutes. This might be a member of the Parent Council or the Headteacher. Parents/carers will be given the opportunity to suggest or submit topics for discussion, and the Chair will agree each meeting's agenda based on these submissions.

Parents/carers can contact the Parent Council with concerns and issues they want to be raised at the meetings by contacting the Chair or the Headteacher.