



Parent Partnership Group

Terms of Reference

The purpose of the Parent Partnership Group is consultative and to act as a working party for the school.

The main aims:

- ◆ To foster an active partnership between parents and the school
- ◆ To gather the views and experiences of parents in specific areas of focus
- ◆ To contribute to continuous school improvement
- ◆ To provide both positive and constructive feedback

Other Important Information:

The group will meet three times per year. Additional meetings may be scheduled where the need arises.

A member of the Senior Leadership Team will chair the meetings and take minutes, alongside our Family Liaison Officer, Amanda Lihou.

Each meeting will have a specific area of focus. This will be communicated prior to the meeting.

Membership of the parent partnership is fluid, parents are invited and welcome to attend where they can make contributions to the meeting focus / agenda.

Parents of pupils in any year group are encouraged and welcome to attend.

There are no maximum numbers, however, minimum of 4 parent members must be present for the meeting to go ahead. Less than this and the meeting will be rescheduled or cancelled. In this circumstance, views may still be gathered remotely.

Other members of staff/parents/speakers may also be invited to attend, depending on the agenda of the meeting.

The names of individual children or members of staff will not be used at the meetings.

The chairperson of the meeting will produce minutes following the meeting which will be shared with participants and available to all via the school website. Parents will be signposted to these via the Headteacher's newsletter.

*Please note that **individual concerns that do not relate to the agreed meeting focus** need to be addressed with the class teacher/DHT/HT (following normal school procedure) and **will not** be discussed at the meetings.*

