



RUSHDEN PRIMARY ACADEMY

RPA Primary Parent/Carer Forum

Terms of Reference

Purpose

The purpose of RPA Parent Forum is to:

- Enable parents of pupils to discuss matters of interest or concern as identified by the forum in relation to educational issues and the daily experience of the children.
- Provide a vehicle for communicating to the Principal and Leadership team the views of parents on the above.
- Recognise and celebrate areas of success.
- Represent the Parent Forum and RPA positively
- To inform the wider community of parents on actions taken as a result of ideas and discussion from the Forum.
- Always act in a way which maintains and protects the ethos of RPA
- to enable parents "to take a greater role in supporting their child's education"

Membership

The forum membership is comprised of two representative parents/carers from each class who wish to attend half termly clinic meetings with the Principal, Family Support, a member of the AAC and representatives from the Leadership team, as required.

Parents wishing to be a class rep need to complete a nomination slip. From this, parents from the whole school community will be encouraged to vote for two representatives for the class their child is in. The two with the most votes will be invited onto the parent forum.

Academy Advisory Council

The forum has no formal role within the governance framework of the school and will avoid overlap with any of the formal governance procedures e.g. the remit of the school governing body.

Communications

The forum will not provide an alternative means to pursue complaints or grievances for individuals outside the existing complaints/grievance procedures.

Parents will place comments in a suggestion box situated in the main entrance. In the week before the meeting, the school management team will look through the items in the suggestion box and use them to create an agenda. Individual issues will not be dealt during the forum.

The agenda will be circulated via the website in good time before the meeting.

The minutes and action points arising from forum meetings will be posted on the RPA website. All members of the forum who attended will receive copies of the minutes.

Code of conduct

All representative will receive an academy code of conduct and will be expected to follow the code at all times

Parent Forum Terms of Reference

September 2017