

TRINITY SCHOOL
PARENT FORUM – TERMS OF REFERNECE

Introduction

The Parent Forum at Trinity School has been created by our parents to give families a voice for sharing the difficulties they face and negotiating solutions both at school and in the wider community. It is intended to be a supportive body which can advise the school about parental views, experiences and needs. The Parent Forum is about working in partnership with the school. It is important to highlight that it is not a body that makes decisions for the school. It is not a replacement for the Governing Body and is not a forum for complaints about Managers, Teachers, Pupils or other families.

Aim

The aim of the Terms of Reference is to ensure that Parent Forum members are clear about the expectations, obligations and roles placed on their conduct as members of the Trinity School Community.

The purpose of the Terms of Reference is to ensure the highest standards of integrity in the Parent Forum and to help members of the Parent Forum exercise their roles effectively.

The Terms of Reference are also designed to allow any party who has contact with the Parent Forum a clear understanding of the standards required by Parent Forum members. These include: parents, teachers, governors and members of the wider community.

Parent Forum Members Obligations

Parent Forum members are expected to:

- Always act in a way which maintains and protects the ethos, vision and values and aims of Trinity School.
- Contribute constructively to Parent Forum and any associated sub-group discussions and decisions.
- Ensure that any actions or decisions taken as a Parent Forum member can be justified to the Parent Forum and the wider community and are taken in an open and accountable manner.
- Where required, treat all issues in an open manner unless deemed confidential.
- Disclose any personal interest in an issue under discussion before the discussion takes place and consider the appropriateness of taking part in the discussion. If Parent Forum members have information pertinent to an issue which they feel is relevant, this should be raised with the Chair and presented in a confidential manner.

- Ensure that, neither they nor their children receive any preferential treatment or gain from their position on the Parent Forum.
- Respect and adhere to the decisions taken by the Parent Forum.
- Where a member has an issue with any decisions of the Parent Forum, these should be addressed during the first available Parent Forum meeting.
- Represent the Parent Forum and Trinity School positively.
- Attend relevant training sessions and events agreed upon in agreement at Parent Forum meetings.
- In line with School policy, decline from asking for matters relating to their child/ren to be dealt with at Parent Forum or any sub-group meetings.

Personal Considerations

- Parent Forum members must act in the best interests of the school and ensure their views are put forward for the benefit of the work of the Parent Forum in support of whole school issues, irrespective of any interest group or constituency they may represent.
- Parent Forum members should consult the Head Teacher prior to any liaison with the Press or other media representatives.
- There is a clear commitment to all Parent Forum members that they will be supported, through information, support and training, when available and appropriate, to assist them to exercise their role and responsibilities as Parent Forum members.
- Parent Forum members cannot stand for Parent Governor, although they may invite the Parent Governor to hear their views as appropriate