



PARENTS VOICE GROUP

TERMS OF REFERENCE

1. Composition of the Focus Group

Ideally, each class will have two representatives. Parents are invited to put themselves forward in the first half term of each academic year

2. The Role of the voice Group

- To serve as a communication link between the head teacher or teacher representative and the governing body and the parent community. Feeding back what is going well as well as what could be improved.
- Ensuring that the head teacher or above receives constructive and practical suggestions that will enhance the quality of care offered to all the children in the school,
- To seek parents views on particular issues as requested by the head teacher or above.
- To make decisions on behalf of parents on organisational issues where it is not practical, desirable or appropriate to hold a wider parent consultation.
- To provide an objective 'sounding board' for the head teacher to discuss school matters and gain a feel for parental views.
- To assist in aspects of policy formulation where appropriate. The views expressed may be used later by staff and governors when drawing up school policies.
- To give the head teacher a forum within which to explain school policies and procedures. This may be in response to queries from parents.
- To encourage parents to discuss any worries they have with the relevant member of staff.
- To promote the school in the local community.
- To try and participate in school and community events.

3. The Structure and Organisation of the Committee

- There will be a meeting once a term. Additional meetings may be called if necessary.
- Items for the agenda should be submitted to the head teacher at least one week before the meeting or posted in the parent voice box in the foyer.
- The head teacher will form the agenda from notified items. The agenda will be circulated before the meeting.
- The head teacher will include a in the next weekly school newsletter and minutes will be posted onto the school website within one week.
- Representatives are expected to feedback to individuals or groups who have suggested agenda items.

4. Protocol and Expectations

- The members of the focus group are **not** expected to receive complaints or 'niggles' about individual members of staff. These should be referred directly to either the member of staff concerned or the head teacher. Such matters will **never** be discussed at the meetings.
- The role requires an objective and wider view as what is in the best interests of the **majority** of children, parents and staff in the school. It is not about influencing practices and procedures based on the needs and views of the minority of individuals or your own child.
- At all times due regard will be given to the need for discretion and appropriate sensitivity to issues of confidentiality.
- Agenda items from parents will always remain anonymous unless the parent who raised the item has told their representative that they are happy to be identified.