



NEW SWANNINGTON PRIMARY SCHOOL

Church Lane, Whitwick, Leicestershire LE67 5DQ

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www.newswanningtonprimary.org.uk

Headteacher: Mrs Judy Ramsell

Terms of Reference Parent Forum

Membership

The membership will consist of no fewer than 7 parents and 1 teacher.

Each Year Group will have a Representative who is elected by the parents.

The Parent Forum may have additional members who may deputise for the designated Year Group Representative.

Only one Representative from each Year Group will be present at each meeting.

The Chair of the meetings will be the Representative of NSPS.

The Forum will meet once a Term.

Terms of Reference

The purpose of the Parent Forum is to encourage a positive and healthy communication process between school and home.

It will provide an opportunity for Year Group Representatives to raise any discussion points that have been raised with them by parents in their Year Group.

Agenda items will be prepared and submitted by the Year Group Representatives by the date advised.

The Agenda will be issued in advance of the Meeting.

Only Agenda items will be discussed at each Meeting.

During these meetings, a discussion of the points raised will be discussed and minuted and then taken to the Senior Leadership Team meeting for consultation.

Minutes will be taken at each meeting by the Clerk.

A comprehensive response will then be communicated to the whole school in a timely manner.