



Vigo Primary Parent Forum

Terms of Reference



What is the parent forum?

The parent forum at Vigo Primary School is an opportunity for the school and parents to get together to constructively discuss the key issues of the moment both from a school perspective and a parent's one.

Who's on it?

The School is always represented by the Headteacher, SENDCo, Family Support Worker and parents who have been randomly selected (from a list of interested parents) from each year group.

Why do we have a parent forum?

We already have a Governing body who provide strategic direction for the school and act as a critical friend to challenge and support the Headteacher in the leadership of the school. FOVP (Friends of Vigo Primary) occupy an important role in fundraising and providing extra special opportunities for the children which go beyond that the school can afford from its delegated budget. The parent forum provides a method of communication with parents and the school that is open and actively seeks the views of both parties. Meetings are a genuine opportunity for open discussion about the organisational features of the school that matter most to parents and their children.

What do we discuss?

The meeting is divided into 3 distinct sessions:

Updates on... this gives us an opportunity to review things we discussed last time.

Views on... items raised here are normally generated from school and ones that the school would welcome parent views about. There are likely not to be any final decisions at the meeting but a range of views are actively sought.

Discussion on... These are items raised by parents in the run up to the meeting.

AOB is collected from the whole parent body prior to the meeting and noted on the agenda at least 1 week before (in the discussions item) the meeting date so that other views from parents can be collected.

How does the information get shared?

Information is shared between the whole parent body, not just the chat about forum. Minutes are published no longer than a week after the meeting. A summary of the minutes will be published on the newsletter in the week after the meeting.

How active are members?

Very! They act as the representatives for the year group their child is part of. They can actively seek parents' thoughts and feelings on the issues on the agenda. They might be asked to take an active lead in solving a problem e.g. enlisting people for grounds working party meetings. Other parents may ask members to raise an issue or make a suggestion on their behalf at the next Parent Forum meeting.

How does membership evolve?

Each person is entitled to remain on the forum for 1 academic year. In the summer term at the end of their academic year, parents will be invited to nominate themselves again and then randomly selected from that list. They will join the forum with the existing members as a 'handover' meeting.

Please note that all issues, whether raised by a member of the forum should be general issues, not related to a specific child or incident.