

## Long Crendon School Parent Council

### Terms of Reference

#### **Purpose**

The Parent Council is a representative group of parents who:

- Provide parental input to the school improvement process, allowing the Governing Body to consult with parents on school matters in an open, consistent and structured way
- Obtain and share parental feedback on school initiatives and allow parents to give their views to the Governing Body on matters about the governing of the school
- Highlight any general areas which parents would like the school to consider
- Decide areas about which parental views will be actively sought

#### **The Parent Council does not:**

- Make strategic decisions, although it may make suggestions to the school and/or governing body
- Discuss areas of individual or personal concern involving children, families or school staff (Please make an appointment through the school office to speak to your child's teacher, the Deputy Headteacher or the Headteacher for issues of personal or individual concern).

#### **Membership**

The membership comprises:

- Up to two parents from each class. At the beginning of the Autumn term, volunteers will be requested in writing by the headteacher, to represent each class. Where more than 2 volunteers are forthcoming the position may be shared on a rota basis for the year.
- Head Teacher
- A Governor

#### **Meetings**

The Parent Council meets each half term or more frequently if required. Meetings will be chaired by the Headteacher, or a member of the SLT. A parent will, by agreement, be responsible for writing the minutes. After approval by the Headteacher, the minutes will be circulated to the Parent Council representatives and on the school website.

#### **Communication**

- A summary of each meeting will be included in the school newsletter
- The school website will include names of parent councilors and copies of minutes of all meetings. Parent councilors will also be identified on a notice board in school
- Discussion of the minutes, with actions noted, will be a standing item on the Governing Body Agenda
- A governor will feed back to the Parent Council after the GB meeting.

The Terms of Reference will be reviewed annually at the start of the Autumn term.