



Wharton CE Primary School, Greville Drive, Winsford, Cheshire, CW7 3EP

Headteacher: Mrs N Tomlinson

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“A Place to Care, A Place to Grow, A Place to Shine”

“Train up a child in the way they should go and when they are old they will not depart from it” Proverbs 22 v 6

Parent Forum – Terms of Reference

Objectives

- To create a welcoming school which is inclusive for all parents / carers and children.
- To promote a partnership between the Wharton CE Primary School, its pupils and their parents and carers.
- To develop and participate in activities which support the education and welfare of the children in the school.
- To give a voice to parents / carers on issues that are relevant and a forum within which that voice can be heard.
- To make parents and carers feel included, to feel involved and to have a sense of ownership over matters affecting their children and their education.

Membership

- Membership is open to any parent or carer of a child currently in the school.
- The Headteacher, the Deputy Head and a Governor will be included.
- All year groups will be represented, with ideally one parent or carer per class per year.
- Other members of the school and parents or carers can be invited on request if they have a special interest or knowledge of a subject being discussed.
- Everyone is treated equally and fairly. Anyone failing to adhere to this will be removed from the Forum immediately.
- Membership to the Parent Forum is voluntary/unpaid and expenses cannot be claimed.

Responsibilities and Behaviour of Members

- Members of the Parent Forum will be asked to seek feedback/suggestions from as many parents/carers as possible in their year group, providing effective communication between home and school.
- Members are asked to attend meetings – one every half term – at school (for approx. 60 minutes).
- Members are able to raise issues of concern on whole-school matters, or matters affecting a whole school year, but not matters relating to an individual (teacher, member of staff or pupil).
- Confidentiality is a requirement at all times. Members of the forum are expected to act with absolute discretion, honesty, courtesy, respect and behave in a non-prejudiced manner.
- Members are asked to support, and be guided by, the chair of the meeting.
- Members are asked to respect ALL opinions and ideas by allowing people to speak without interruption.
- Membership to the Parent Forum does not grant any special privileges and is not for individual gain or that of the members' child/ren.
- Membership to the Parent Forum does not grant special, unrestricted or unescorted access to the school buildings, grounds or staff. Access to the school outside of arranged Parent Forum meetings is through the same process for non-members/parents.
- Members must act only within the scope of these published Terms of Reference.

Wharton Church of England Primary School is an inclusive caring Christian community, committed to building futures for all children. We offer a safe environment where everyone is valued, we nurture strong relationships that are underpinned by our Christian values and we champion children to be the best that they can be, empowering all to aim high and achieve their full potential.





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- If any member or members are in dispute with the school, have lodged a complaint or has a complaint against them, the member shall not be permitted to attend forum meetings, or participate in the forum outside of meetings until such time that the matter is resolved.
- If a complaint is upheld against any member of the forum, the member shall be removed from the forum immediately.
- Membership to the forum is only for 1 academic year, to give other parents the opportunity to stand in future.
- Removal of a member (in any capacity) from the forum can only be made by the Head Teacher under consultation and in agreement from the Chair of the Forum and/or The Chair or Vice Chair of the School Board of Governors.

Meetings

- Meetings will be held in School, during school hours, half-termly (6 times per school year).
- They will be scheduled in advance with a published time, date and location.
- Minutes will be kept.
- Meetings will run to time (approx. 1 hour) and participation will be sought from all attendees.
- Meetings will be conducted in a positive spirit, will be constructive and will be focussed on solutions.
- Any parent or carer can request that an item be added to the agenda for the next meeting by contacting their class representative. The chair reserves the right to carry any item forward to a future meeting if time doesn't permit it to be discussed in the following meeting.

Scope

- Policies and Procedure related to improving the school are within the scope of the Parent Forum.
- The forum will act purely in a Consultancy and Advisory role.
- The forum will provide a means for communications between school and parents / carers on matters relating to the running of the school.

Out of Scope (not an exhaustive list)

- The forum will not discuss any items relating to the general curriculum.
- Issues relating to specific pupils or members of staff are not to be discussed. Matters such as these should be discussed in private with a member of the school Senior Leadership Team.
- The forum will not discuss Individual grievances or complaints, these should also be discussed in private with a member of the school Senior Leadership Team.
- The forum will not be involved in arranging social events or fundraising.
- The parent forum does not have any statutory responsibilities, duties or powers in the school.
- The Parent Forum has no allocated school budget and cannot request any finance.
- The Head Teacher, in agreement with the Chair or Vice Chair of the Board of Governors, can without notice dissolve the Parent Forum.

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