



FREELAND CE PRIMARY SCHOOL PARENT FORUM

Terms of Reference

At Freeland CE Primary School we value the importance of school community and ensuring that as a school, we work together to improve the education we provide for all our children. The Freeland Parent Forum is a partnership between parents and the school. It is a valuable way to share ideas, views, concerns and make suggestions of ways we can improve what we are already doing.

The aims of The Freeland Parent Forum

The forum exists for the benefit of all the children at Freeland CE Primary School. The improvement of pupils' learning should be the Forum's clear and consistent goal. The forum is not to be used to raise specific concerns regarding individuals or to raise complaints. These should be addressed by speaking to the class teacher or the Headteacher.

The key aims of The Freeland Parent Forum are:

- To work together to improve the education provided for all children attending Freeland CE Primary School.
- To share information, knowledge and skills.
- To meet in a mutually supportive environment.
- To continue to develop communication between parents/carers, staff and governors.

Chair

Meetings will be chaired by a member of school staff.

Membership

All parents whose children attend Freeland CE Primary School can be members of this forum. Governors will also be invited to attend.

Meetings

The Freeland Parent Forum will take place 3 times a year, once a term. Each meeting will take place at a different time of the day to allow as many parents as possible to participate. When needed, we may run additional meetings to allow us to gain parent's views on specific initiatives or impart information to parents. Meetings will be approximately an hour long.

During the autumn term meetings will be held in the mornings, after school drop off.

During the spring term, meetings will be held in the afternoons before school pick up.

During the summer term, meetings will be held in the evenings at 6pm

Agenda

The agenda will be circulated 4 days before the meeting. Any items that parents would like added to the agenda should be emailed to the office (office.3208@freeland.oxon.sch.uk) at least 7 days before the date of the meeting.

Minutes

Each meeting will be minuted and shared on the Parent Forum page of the website.

Responsibilities of members of the Parent Forum.

By attending a meeting a parent is a member of the forum. Members do not have to attend every meeting. All members agree to the following responsibilities:



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- Everyone arrives on time.
- Everyone prepares for each session.
- We show respect for each other
- Discussions are general and are not related to an individual child.
- Keep the discussion focused.
- All members participate.
- Be positive, constructive and solution focused.
- Support and be guided by the Chair of the meeting

I agree to the terms of reference outlined above for The Freeland Parent Forum:

Signed.....

Date:.....