



# Joy Lane Foundation Primary School

## Parent Council Terms of Reference

November 2022

|  |                                   |
|--|-----------------------------------|
| Draft Prepared                                     | November 2022                     |
| Date Agreed  |                                   |
| Signed by Executive Headteacher and Head of School | Ms D J Hines<br>Mr M Ashley Jones |
| Signed by Chair of Governors                       | Mrs Chris Graves                  |
| Date Policy to be Reviewed                         | November 2023                     |

## **PARENT COUNCIL TERMS OF REFERENCE**

### **WHAT IS THE PARENT COUNCIL?**

The Parent Council is a body of parents nominated by the parents of children at Joy Lane Primary School to represent parents and carers. It provides a forum for them to put forward the views of the parent/carer community and to provide **feedback** that may enhance the smooth running of the school

### **OBJECTIVES**

The Parent Council works in **partnership** with the school to:

- Create a welcoming school which is inclusive and promotes a positive working partnership between the school, its pupils and all its parents and carers
- Develop and engage in discussion and activities which support the education and welfare of the pupils
- To enhance communication between Joy Lane Primary School and the parent/carer community thus improving parent voice and subsequent feedback to the parent/carer community

### **SCOPE**

The Governing Body and Senior Leadership Team remains the decision making body and provides the strategic leadership of the school whilst the Parent Council has a consultative and advisory role. The following is a non-exhaustive list of matters on which the Parent Council may provide a forum for consultation and advice:

- Policies, procedures and protocols which affect the day-to-day operation of the school
- Systems of communication between the school and parents on matters concerning the operation of the school
- Matters designed to foster greater parental participation and engagement in the education of pupils by all parents and carers

Some topics cannot be addressed by the Parent Council and should be referred directly by individual parents or carers to the class teacher in the first instance or a member of the School Leadership Team (Key Stage Leaders/Assistant Head/Head of School or Executive Headteacher). This includes matters associated with:

- School policies and procedures relating to general curriculum issues and details as well as the strategic running of the school
- Issues relating to individual children or staff
- Individual complaints or grievances

### **How is this achieved?**

The Parent Council will be a forum for gathering, discussing and conveying parental views to the school. The work of the Parent Council will complement the Governing Body, Friends of Joy Lane and any other volunteer organisations within the school.

The Parent Council will meet termly. Meetings will be minuted and made available to all parents, the Senior Leadership Team & the Governing Body. Meetings will be conducted in a positive spirit, be constructive and solution focused. The impact of its work and Terms of Reference will be reviewed annually by the Parent Council at the end of each academic year, initiated by the Chair.

## **MEMBERSHIP**

Membership of the Parent Council is open to all parents and carers who have a child currently at Joy Lane Primary School.

- One nominated volunteer parent from each year group, including Oysters SRP, Oyster Bay Nursery and Joy Lane Primary School Community Swimming Pool
- One elected volunteer parent to act as Chair
- Head of School
- Other members of staff will be invited to meetings as appropriate

Wherever possible there should be 1 volunteer parent representative from each year group. In the event of a number of volunteers stepping forward for the role of Parent Council class representative, a class parent vote will take place.

Before the end of the academic year, the existing Chair will organise members of the Council to elect a new Chair whose function it will be to organise and guide the work of the Council in consultation with the school and the Governing Body. The term of office for each member shall be 1 year renewable upon further election.

In addition, current Council members will seek a replacement representative from their year group or seek re-election for a further year. The school will invite volunteer nominations for representatives from the newly started Foundation Stage classes & inform the Chair by the end of September.

If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member by the Chair.

## **ATTENDANCE**

Every effort should be made to attend each meeting although there is no requirement for a quorum at any meeting.

## **MEETINGS**

The Parent Council meets every school term with dates and times confirmed at each meeting. All meetings must be minuted and a copy of the minutes provided to the Chair for approval before publication. These will then be made available to the whole school community and JLPS staff via the school website.

## **APPENDIX A**

### **‘Golden Rules’ for all members to observe during meetings:**

- Respect confidentiality and never name individual teachers, pupils, members of staff or other parents.
- Support and be guided by the Chair of the meeting
- Keep to time and the agreed agenda
- Attempt to keep individual contributions brief
- Respect others opinions and ideas by letting them finish without interruption

### **Role of Chair**

The Chair will lead the Council, setting and circulating agendas, chairing meetings, representing the group to the Head Teacher or Governing Body. They may be required to sign off minutes/other communications and ensure Parent Council keep to the Terms of Reference and adhere to the “Golden Rules”. They will positively promote the role of the Parent Council. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

### **Role of Secretary**

The Secretary will take the minutes of each meeting which will be a factual representation of the meeting and any agreed follow up. These should be submitted to the Chair within 14 days of the meeting. The Secretary will be responsible for collating and photocopying documentation to be used at each meeting using school resources.

### **Role of the Parent Council Representatives**

The Chair will email the agenda to all members at least 7 days in advance of the proposed date of meeting. Parent Council representatives are expected to attend each meeting.

Parents can contact the Parent Council with concerns and issues they want to be raised at the meetings by contacting the Chair, any of School Council representatives or sending an email to [parent.council@joylane.kent.sch.uk](mailto:parent.council@joylane.kent.sch.uk).

Mark Ashley Jones  
Head of School  
Debra Hines  
Executive Headteacher  
September 2022

### Current Members of the JLPS Parent Council

| Designated Role  | Name             | Year group representation |
|------------------|------------------|---------------------------|
| Chairperson      | Laura Stevens    | Year 2 and 4              |
| Secretary        | Kat Piotrowski   | Year R and 3              |
| Committee member | Jessica Hyde     | Year 3                    |
| Committee member | Fritha Hassell   | Year 4                    |
| Committee member | Lauren Shehu     | Nursery/Pre-school        |
| Committee member | Toni Anthony     | Pre-school and Year 3     |
| Committee member | Clarke Davis     | Year R                    |
| Committee member | Susana Feliciano | Year 1                    |