

Joy Lane Primary School

September 2018

Terms of Reference

Draft Prepared	Mark Ashley Jones
Date Agreed	
Signed by Executive Headteacher	D Hines
Signed by Chair of Parent Council	
Date Terms of Reference to be Reviewed	September 2019

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 for all parents promoting partnership between the school, its pupils and all its parents
- 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 to the class teacher in the first instance or a member of the School Leadership Team (Phase Leaders/Assistant Head/Head Teacher). This includes matters associated with:

- School policies and procedures relating to general curriculum issues and details
- 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 Teacher or Assistant Head Teacher
- 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 on a Tuesday from 2 pm to 3.15pm. Meeting dates are available on the school website. 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 teachers 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. 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.

Mark Ashley Jones

Head of School

Debra Hines

Executive Headteacher

September 2018