



PARENT COUNCIL  
TERMS OF REFERENCE

## **Introduction**

At Millbrook Combined School and Nursery we recognise that one of the biggest factors influencing the success of a child is the parents. We believe that involving parents in the school brings these two forces together improving the school for all. Millbrook Combined School and Nursery uses 'parent' as shorthand to include mothers, fathers, carers and other adults with parental responsibility or care for a child, including looked after children.

## **Purpose of the Parent Council**

1. To allow the governing body to consult parents on policies and school matters in an open, consistent, structured way.
2. To allow parents to give their views to governing body on matters about the governing of the school
3. To allow parents to learn more about how the school is run and set this learning agenda

## **Aims**

The Parent Council aims to develop a partnership between the school and parents in order to support and promote the pupils' learning and bring about change. It aims to give parents a voice and to increase parent's active involvement in decision making fostering a culture of ownership and participation.

## **Limitations of the Parent Council**

The role of the Parent Council is consultative and advisory; the governing body remains the decision maker and provides the strategic leadership for the school.

The Parent Council is not a channel for individual complaints and issues. Concerns or complaints involving individual children, families or teachers will not be discussed. (Please make an appointment through the school office if you need to address any issues or complaints to the school.) The parent council has no responsibility for fundraising.

## **Membership of the Parent Council**

At the beginning of the School year a parent from every class will be invited to volunteer to be a class representative of the parent council. They will be asked to commit to attending meetings for the academic year.

Other representatives of the school community can be invited to attend or present information to the parent council.

## **Chairing/facilitation of the meetings.**

The chair/facilitator of the meetings will:

- ensure the meetings allow council members to understand and discuss the matters the governors wish to consult them on.
- ensure that any council member wishing to express a view may do so.
- report back to the governing body in person, or by report, the views of the council.
- brief the Parent Council about how the outcome of their discussions has translated into practical action by the governing body.

It has been agreed that the Parent Support Adviser will chair the meetings.

## Secretariat

This is distinct from the role of chair/facilitator. The person(s) providing the secretariat will:

- keep an up to date list of members to include contact details and where/how to circulate papers to members (by e-mail, or in paper format).
- circulate details of meetings, time, venue etc.
- ensure all parents in the school are given information about the matters the council is discussing so they can give their views to their class or year group representative. Council discussion topics will also be listed on the school website.
- circulate papers.
- act as a point of contact for parents who wish to join/leave the council, or have questions about it (these may be passed on to the governing body as appropriate).
- keep a record of issues already discussed for new members (to avoid the same issues being revisited).

It has been agreed that the School Secretary will undertake this role.

## Duties of the Parent Council members

Parent Council members are expected to attend at least 3 meetings during the school year. No parent member of the council will be asked to note-take.

To listen to the views of other parents in their class/year group and then voice these in meetings. Parent Council members will be expected to express the views of others in addition to their own, even if these are contradictory.

## Meetings

Meetings are held once every half term. Ground rules for the meetings are set at the start of each meeting. The meeting dates and times will be mutually agreed by the Parent Council representatives. Meetings will run for no longer than 1 hour. Agenda items will be timed to ensure that meetings end on time. The meetings will be chaired and minutes will be taken by a member of the office staff.

Responsibility for agreed actions will be shared amongst the membership. Minutes of the meeting will be published no later than one week after the meeting took place and class representatives will be given a copy. All interested parents can collect a copy from the school office. Minutes will also be included on the website.

Items for discussion at meetings can be tabled by any parent via the school office or a class representative of the Parent Council. We would like to hear from parents about what the school is doing well and what you feel we could improve upon. A member of the office staff will circulate the agenda one week before the meeting.

## Evaluation

An evaluation of the working of the Parent Council will be undertaken at the end of the Spring Term with a written report provided to Governors.

## Adoption of the Terms of Reference

The Terms of Reference for the Parent Council will be reviewed at the first meeting of the academic year for adoption. The Parent Council Chair will sign and date the adopted terms of reference.

*Stiles*

*Stiles*

JL HADNEY

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CHAIR - PARENT COUNCIL