



Grimsdyke School Parents Forum

Terms of Reference



Objectives –

The primary objective of the Grimsdyke School Parents Forum is to facilitate positive and effective two way communication between parents and the school. Therefore providing a vehicle for improved communication, feedback and suggestions in line with the School Development Plan. Specifically to –

- Promote the positive partnership between all stakeholder e.g. Staff, Pupils and Parents / Carers.
- Develop and engage in a range of activities which support the education and welfare of the pupils at school.
- Discuss and disseminate information from the Parents Forum.

Scope –

Specific feedback and suggestions of improvement could include areas such as –

- Parent Engagement
- Curriculum Enrichment
- Educational Visits

Out of Scope –

Items / questions relating to the following will not be addressed by Parents Forum –

- Specific pupils
- Individual members of staff
- General Staffing
- Any Individual or personal concerns
- Issues relating to the locality, ie parking, traffic, open spaces.

Concern relating to these areas should be discussed in an appropriate one to one meeting with the relevant member of SLT E.g. Headteacher or Deputy Headteacher.

Key Responsibilities for Parents Forum Members -

- To seek feedback and suggestions from as many parents as possible.
- Attend meetings in order to represent the views of parents where appropriate.
- Work closely with School Staff and other members of the Parents Forum.
- Show support towards the school in maintaining outstanding provision for the quality of education and childcare.

Membership

Involvement in the Parents Forum is open to all parents. Parents must inform the school in sufficient time (as outlined in the meeting request) of their attendance at the up-coming meeting. Other official members of the Parents Forum include -

- Parent Chairperson (s)
- At least two members of SLT e.g. Headteacher and Deputy Headteacher

- Relevant members of SLT (as and when required)

Meetings –

Meetings will be held half termly – specifically every second full week of the half term to ensure agenda items can be collected and appropriately researched. The agenda will close approximately one week prior to the next meeting.

It is the responsibility of the Chairperson(s) to ensure that –

- Take minutes, review and share with the school.
- Meetings run to time and that active participation / appropriate behaviour is sought from all participants.

It is the responsibility of the School Data and Communications Officer to –

- Schedule Meetings and ensure these are communicated.
- Check minutes, review and share with the parent body.
- Distribute agenda.
- Manage Parent Forum mailbox.

Review Date – Sept 2026