



London Colney is committed to supporting and developing a Parent Forum

Membership

The Members of the Parent Forum wherever possible should include:

- The parent/carer of at least one child from every class;
- A Member of the Senior Leadership Team;
- A member of the Administration Team;
- Other governors and staff may attend meetings as observers and staff may be invited to speak on a particular issue.

Aims

The main aim of the Parent Forum is to ensure the voice of parents is listened to and heard by the Governing Body and the Leadership Team to ensure we are meeting the needs of all children, parents and the community and offering an excellent education to all. It will also add strength and value parental partnership in supporting children's learning. The other aims are:

- A vehicle for seeking parental views and perspectives on day-to-day school matters;
- An opportunity to share the positive work of the school;
- A forum for bringing common concerns to the attention of the school's leadership;
- A forum for the leadership of the school to explain why and how some decisions have been made;
- A mechanism for improved communication between and across the school community;
- An opportunity to gain parent views and expectations on relevant policies and practices.

Meetings

- The Parent Forum will meet at least 3 times a year (once every school term);
- Meetings will last for no longer than an hour;
- Refreshments will be provided.

Structure

- The Parent Council will be chaired by a member of the Senior Leadership Team;
- The member of the Administration Team present will act as secretary to all the meetings of the Parent Council.
- Parents will be able to self-nominate themselves to be on the Parent Forum;
- Wherever possible there should be at least one parent representing each class.
- Where there are no self-nominations for a class then the school and the Parent Council will seek to find a representative;
- Where specific groups of the school community are underrepresented, the school and Parent Council will seek to recruit parents to ensure that the forum represents all groups in the school;
- Parent membership of the council will be reviewed annually.

The Parent Council is not:

- A decision making body. It is involved in discussions and consultations, and coming up with recommendations. But it is the governing body that makes the decisions and decides the strategic way forward for a school.
- The channel for individual complaints/issues or concerns
- Concerns or complaints involving individual children, families or staff will not be discussed. These should follow normal school procedures. This does not stop parents giving their views on topics being discussed
- A replacement for the governing body or FOLCS.
- A group that will become involved in staffing or financial issues.

Accountability

- The Parent Council minutes will be available for all parents to see by being displayed on notice boards in the school and staff room as well as being posted on the school website.
- Copies of minutes will also be circulated to members of the Parent Council, Governing Body and the Leadership Team.

Review

These terms of reference will be reviewed after 9 months (October 2019) and annually thereafter.

September 2026