



# Parent Forum: Terms of Reference

## Aims of the Forum

- To learn about the school community and parental perspectives, context and history
- Raise awareness of the views of our parent community
- Consult on changes, such as projects, policy proposals and local issues in the school community
- Explore views on specific concerns or issues
- Triangulate governor, parent and staff viewpoints
- Gain support for school projects or goals

## Membership

All parents and carers of pupils of our school are automatically members of our parent community. For discussions to be productive, personal and interactive, we would like to keep the Parent Forum to approximately 10 members initially. Ideally these representatives will be from across the school community (in all classes). Parents/Carers interested in fulfilling this role should apply to the Deputy Headteacher ([deputyhead@mersham.kent.sch.uk](mailto:deputyhead@mersham.kent.sch.uk)) outlining, 'Why do you want to be a part of the Parent Forum?'

## Code of Conduct

As a member of the parent forum I agree to:

- Show respect to all members of this forum, by listening to and respecting a diverse range of opinions.
- Stick to agreed timescales for discussion of topics.
- Maintain confidentiality by not mentioning the names of individual members of the school community.
- Avoid discussing individual circumstances or grievances. These issues will be directed via the school's complaint's procedure instead.
- Appreciate that not all school matters will be available for discussion.

## Frequency of the Forum

- Forum meetings will aim to be held termly, with dates shared in advance.
- Additional meetings may be needed if/when pressing matters arise
- Forum meetings will be no more than 60 minutes in duration.
- Forum meeting timings are yet to be confirmed - once initial interest is established, then further investigations will take place into what time would be suitable to the members.