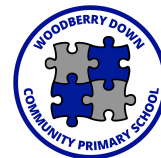


Woodberry Down Primary School Parent Council



Terms of Reference 2023

Name of Group	Woodberry Down Primary School Parent Council
Lead By	Parents/Carers
Membership of the Group	Parent /Carer School Senior Leader present
Aim and Purpose	A body of parents and carers which represents families and provides a forum for them to put forward their views to the headteacher and senior leadership team of their child’s school. Aims: <ol style="list-style-type: none"> 1. Give a role for parents and carers to express their views, opinions and ideas; 2. Involve parents/carers in the quest to raise standards and achievements and improve provision within the school.
Objectives and tasks of the group	<ol style="list-style-type: none"> 1. Share suggestions or advice with the school where appropriate; 2. Provide opportunities for members of the school and its community to learn from each other through a range of events and discussions; 3. The parent council will be a consultative and advisory group. This is not a decision making group but a forum for discussion and consultation.
Working Methods	<ul style="list-style-type: none"> ● Parents/carers will be invited to become a member of the Parent Council at least annually; ● Ideally the Parent Council will have a parent representative from each year group including representation for children with special educational needs; ● Executive Headteacher, Headteacher, Deputy Headteacher or Assistant Headteachers will be present at each council meeting; ● The venue will be shared with the group in advance; ● Parent Council to meet once a half term; ● Terms of membership - whilst child remains at the school; ● The chair of the council will be nominated from the group and will be a voluntary position; ● Meetings will have an agenda. ● Agenda points to be included to be provided to the administrative person 14 days prior to scheduled meeting, which will then be circulated 7 days prior to the meeting; ● Each meeting will start with a brief follow up on the last agenda/minutes to ensure any relevant actions are being

	<p>followed through;</p> <ul style="list-style-type: none"> • Each meeting will be minuted and circulated to Parent Council members within 7 days. • The group is not a forum to discuss or complain about individual teacher, pupils or parents; • Respect the need for confidentiality and privacy with regards to sensitive matters that might arise at meetings; • Self-evaluation after each Parent Council meeting; • A summary of the meeting will be put on the website.
Decision making powers	The Parent Council does not have any direct decision making powers. However, consultation with the group members will have an influence on decisions made in SLT or Governing Body meetings.
Code of Conduct during Parent Council meetings	<ul style="list-style-type: none"> • Listen to each other and respect each other's views; • Try not to interrupt each other; • There is no such thing as a silly question.
Terms of reference agreed	September 2023
Date to be reviewed	September 2024