



THE RICHARD CROSSE CHURCH OF ENGLAND PRIMARY SCHOOL
Crawley Lane, Kings Bromley, Burton-on-Trent, Staffordshire, DE13 7JE

Chief Executive Officer: Mrs C Gethin
Headteacher: Ms E Bowring
Telephone: 01543 472245
E-mail: office@tssmat.staffs.sch.uk
Website: www.richardcrosse.staffs.sch.uk

Parent Forum

First Meeting date:

Wednesday 15th December 3.00pm - 3.30pm

Agenda:

1. Welcome - E.Bowring
2. School - Covid update
3. School - PTA Project
4. Parent Voice - What's going well? Are there any concerns?
5. AOB

Dear Parents/Carers,

We are excited to inform you that we are setting up a Parent Forum. Currently, our Local Advisory Group (LAG) who report on all things wonderful about all of our MAT schools also often have items or questions which only relate to a specific school. As such, this Forum will be an appropriate place to raise developmental considerations, questions and feedback parental voice, which can in turn be discussed and actioned where appropriate by our school leaders hand in hand with you. This group can report to the Local Advisory Group outlining the wonderful developments due to this partnership.

Purpose

Regular, open communication and consultation is highly valued at TSSMAT. The Parent Forum aims to represent the views of all parents/carers and to be a voice to inform our schools of the needs of children and families. It facilitates communication between parents/carers and staff and directors. The Forum will work to: provide feedback on provision, offer a parent's perspective on current policy and practice, and input into decision making and planning for future provision.

Main Aims

- To support and promote children's learning.
- To help the school find out what parents/carers think about important issues.
- To involve parents/carers actively in school decisions.
- To make plans that support the way the school wants to develop and improve outcomes for our children

Please note: *The forum is not in place to address specific concerns about an individual child or issues relating to individual members of staff. Parents/carers who need to discuss these issues should approach their class teacher or the Headteacher.*

Cont/...



Company Registration Number: 9613632

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Our Motto: Believe and Achieve

Our Values: Love - Respect - Friendship

Our Christian Vision: Philippians 4:13: 'I can do everything through Him who gives me strength'

Membership

- The Parent Forum's membership is made up of parents and carers of children attending TSSMAT schools.
- The first meeting will be open to all parents.
- We aim to have one or two representatives per year group. Relevant parents/carers nominate themselves as a potential Parent Forum Member and, if we have a lot of interest then we will have a vote and the parent with the most votes in each class will be appointed. (A ballot will not be undertaken if there are 3 or less nominations).

Key Responsibilities of Parent Forum Members

- To seek feedback and suggestions from as many parents/carers as possible from their respective year group and to relay the outcomes from the Parent Forum as appropriate.
- To attend Parent Forum meetings representing the views of all parents/carers in their respective year group
- To work closely with parallel members to ensure coverage of all parents/carers in that year group.
- Headteacher to give feedback to the LAG members with key items of development.

Meetings and reporting

- Parent Forum meetings are held a minimum of 3 times a year
- The leadership team ensures that meetings are scheduled and dates and venues are communicated in advance.
- The agenda is prepared in advance of the meeting and circulated by email. A typical agenda includes:
 - Items identified by the directors and leadership team for discussion.
 - Items identified by parents and carers for discussion.
- Minutes are posted to the school website for all parents/carers to view with copies available from the school office upon request.
- Meetings run to time and active participation is sought from all representatives.

I hope that the above information provides a flavour of the purpose and approach of the Parent Forum, if you have any questions then please do not hesitate to contact us.

I look forward to seeing as many of you as possible and working together to continue to make our school the best it can be for our children.

Yours sincerely,

Ms Emma Bowring
(Headteacher)