

Parent Forum January 2024

Dear Parents,

We are excited to inform you that we would like to set up a new parent forum. This forum is designed to be an appropriate place to raise developmental considerations and questions, feedback from the parental voice and a chance to discuss and actions where appropriate items with myself and Ms Davis. Whilst I pride myself on our open school and really encourage you to talk to me directly/email with any concerns this will provide a regular meeting where less pressing issues can be discussed.

Being a part of a parent forum helps you to support your child/ren through discussions about parents' perspectives on current policy and practice. This platform enables school leaders to gather, record and wherever possible action your views to improve St Mary's.

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 ways the school wants to develop and improve outcomes for our children
- *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.*

Membership

- The parent forum's membership is made up of parents and carers of children attending St Mary's.
- We aim to have one representative per class. 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.
- Members of the leadership team will also attend meetings. - there will be at least one of the leadership team in attendance.

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.
- The Headteacher to give feedback to the governors with key items of development.

Meetings and reporting

- Parent forum meetings will be held 3 times a year.
- The leadership team will ensure that meetings are scheduled and dates and venues are presented on the website.
- The agenda is prepared in advance of the meeting and circulated by email. A typical agenda includes:
 - o Items identified by the leadership team for discussion.
 - o 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. They are presented in the newsletter.

- 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 before you decide to nominate yourself for this position then please do not hesitate to contact us.

First Meeting date: **Tuesday 23rd January at 8:30am. Future meetings to be scheduled collectively to suit members.**

I look forward to

Yours Sincerely,

Mr Wynn and Ms Davis

PARENT FORUM NOMINATION (please email/print and hand in to the school office)

Name: (please print)

Children in school:

Childyear group.....

Childyear group.....

Childyear group.....

I would like to stand for parent forum representative for Class.....subject to unforeseeable circumstances I can attend the termly meetings.

I am happy to speak with and collate written thoughts, wishes and feelings from the parents in this group.

Signature

