



TERMS OF REFERENCE FOR
WHITTINGTON PRIMARY SCHOOL'S PARENT COUNCIL

Overview

Whittington Primary School Parent Council is a voluntary group comprising of the Headteacher and interested parties from the parent cohort. Where practicable the group will have a representative from each year group.

Membership/Attendance

The Council is an inclusive body and welcomes interest from any parent with a child who attends the school.

Membership of the Council will be reviewed on an annual basis but to encourage inclusion, an open invite to new members will be made on newsletters.

Council members will 'roll up' the years as their child moves up the school. However, if the number of interested parties exceeds a manageable figure, members of the Council will be decided via an election process.

Where there are specific issues that a parent, who is not represented on the Council wishes to raise, that parent should be invited to speak at the next meeting of the Council. However, this is only if the issue relates to a topic that the Council may be able to support.

An agenda will be agreed for each meeting between the Chair of the council and the Head Teacher. Minutes will be taken and distributed to all members after the meeting and circulated to all parents via email.

Scope

The remit of the Council is that of a discussion forum and advisory body, it is not a mechanism for dealing with complaints of any description.

It will discuss/debate general issues that affect the welfare and safety of children within the school, including extra-curricular activities run by the school.

Matters relating to a specific child or member of staff, parents worries, health and safety etc, should continue to be addressed through the current school policies and procedures.

Frequency

Meetings are to be held on a monthly basis. The Council meetings will be kept to about an hour where possible and will be run in a semi formal way to encourage open discussion on subjects. If parents are unable to attend a meeting for any reason they are kindly asked to give their apologies to the school office or the chair.

Reporting

If there is an issue that the Council would like to put to the Governors, then a member of the Council will be invited to the relevant Governor's meeting.

November 2018