



Saltford CofE Primary School

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Parents Voice Group

Terms of Reference – May 2021

The purpose of the group is consultative.

The main aims:

- To foster an active partnership between the home and the school
- To improve communication
- To act as a 'sounding board' for the School and Governing Body
- To suggest whole school improvements
- To gather feedback
- To gather information from the wider school community and to represent the voice of parents

Organisation:

- The group will meet at least twice per academic year
- The chair(s) of the Academy Governing Body will lead the meetings and take minutes
- Other members of staff/parents/speakers may be invited to attend for a specific reason
- A quorum of 4 members, including at least 2 class representatives, must be present for the meeting to go ahead. Less than this will mean cancellation
- An agenda will be agreed and distributed in advance of the meeting

Membership:

- There is no maximum number
- Membership is open to all parents but one to two representatives per class is encouraged
- Parents are free to choose to attend any meeting
- Membership will include the Head Teacher and chair(s) of the Academy Governing Committee

Specific individual concerns/complaints should be addressed with the **relevant class teacher or Head Teacher** (following normal school procedures) and will not be discussed at these meetings. The **names** of individual children or members of **staff** will **not be used** at the meetings.