







# Pan Panayiotou- Headteacher Nick Mariosa - Senior Asst. Headteacher Nicola Thompson - Parent Governor

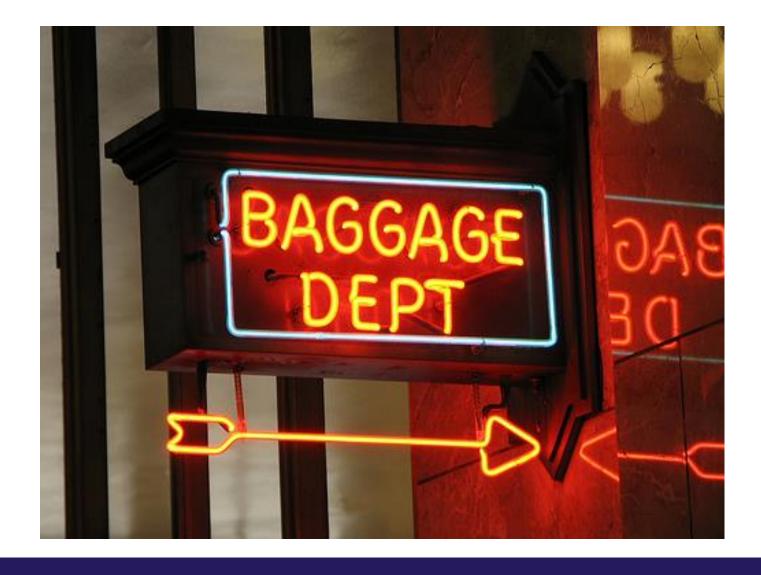




#### **Objectives**

- The Parent Forum Committee should feed its discussions/findings back to the governors and staff and parents and carers
- All parents/carers should be able to contact the Parent Forum Committee to raise an issue or concern for discussion.
- The Parent Forum Committee should not just pass on the issues raised but should also be <u>fundamental in solving the issues as well.</u> Solution driven.
- Evidence of issues addressed should be kept for OfSTED.









### What are the "ground rules" for the meeting?

We want to ensure a positive and respectful environment and we want those who attend the meetings to abide by the following code of conduct:

- Listen to others' views and welcome diversity of opinions
- Treat speakers with respect
- Act courteously
- Contribute & participate
- Avoid naming individual members of the school community





### Who will set the agenda?

- The items for the agenda may come from a number of sources, including:
  - parents and carers,
  - governors,
  - the school leadership team; and
  - annual school questionnaire and new questionnaires and polls.
- The agenda will be formally agreed by the Chairs of the Forum, in agreement with the school leadership team and the governors.
- Meetings will be advertised in parent email, school newsletters and on the school website.





#### How will the Forum evaluate how well it is working?

- To ensure the Forum is working well and being effective, it will carry out a review at the end of every year.
- Finding from review will be shared with all parents/carers and stakeholders.





## Meeting structure

- Meet once a term
- Meeting to all be same day
- Meetings 45mins for each Sub group
- All group members to be contactable via Achieve school email
- Agenda items to be sent week before
- Issues discussed and minutes shared on Website
- Yr7- 5.30pm 6.15pm
- Y8,9 6.15pm -7pm
- Yr10,11 7pm 7.45pm



# Date of 1<sup>st</sup> Meeting

13<sup>th</sup> November 2017