



## Parent Voice

### TERMS OF REFERENCE

#### **1. Composition of the Focus Group (Parent Voice)**

The group consists of representatives across the age phases. Each member has volunteered to be part of the focus group.

#### **2. The Role of the Focus Group**

- To serve as a communication link between the school and the parent community. Feeding back what is going well as well as what could be developed
- Ensuring that the school receives constructive and practical suggestions that will enhance the quality of care offered to all the children in the school
- To seek parents views on particular issues as requested by the school
- To make decisions on behalf of parents on organisational issues where it is not practical, desirable or appropriate to hold a wider parent consultation
- To provide an objective 'sounding board' to discuss school matters and gain a feel for parental views
- To assist in aspects of policy formulation where appropriate. The views expressed may be used later by staff and governors when drawing up school policies
- To give the school a forum within which to explain school policies and procedures. This may be in response to queries from parents.
- To promote the school in the local community

#### **3. The Structure and Organisation of the Committee**

- There will be a meeting at least once a term. Additional meetings may be called if necessary
- Items for the agenda should be submitted to the school office at least one week before the meeting
- The school's leadership team will form the agenda from notified items. The agenda will be circulated before the meeting
- The member of the school's leadership team attending will include a summary of discussions held at the meeting in a letter to all parents
- Representatives are expected to feedback to individuals or groups who have suggested agenda items.

#### **4. Protocol and Expectations**

- The members of the focus group are **not** expected to receive complaints or 'niggles' about individual members of staff. These should be referred directly to either the member of staff concerned or the Headteacher. Such matters will **never** be discussed at the meetings and the school has a clear complaints procedure in place to support this
- The role requires an objective and wider view as what is in the best interests of the **majority** of children, parents and staff in the school. It is not about influencing practices and procedures based on the needs and views of the minority of individuals or your own child
- At all times due regard will be given to the need for discretion and appropriate sensitivity to issues of confidentiality
- Agenda items from parents will always remain anonymous unless the parent who raised the item has told their representative that they are happy to be identified