



Parent Representative Group Terms of Reference

Introduction

The Parent Representative Group has been created as a supportive body which can advise the school about parental views, experiences and needs. The group is focussed on working in partnership with the school and is not a body that makes decisions for the school. The primary role of Parent Representatives is to maintain good communication between parents and the school.

Aims

The aim of the Terms of Reference is to ensure that the Parent Representative Group members are clear about the expectations, obligations and roles placed on their conduct as members of the Kingswood School Community.

The purpose of the Terms of Reference is to ensure the highest standards of integrity in the Parent Representative Group and to help members of the Parent Representative Group exercise their roles effectively.

The Terms of Reference are also designed to allow any party who has contact with the Parent Representative Group a clear understanding of the standards required by Parent Representatives. These include: teachers, parents, governors and members of the wider community.

Parent Representative Group Member Obligations

Parent Representatives are expected to:

- Always act in a way which maintains and protects the ethos, vision, values and aims of Kingswood Primary School.
- Where required, treat all issues in an open manner unless deemed confidential.
- Disclose any personal interest in an issue under discussion before the discussion takes place and consider the appropriateness of taking part in the discussion.
- Ensure that meetings are never a forum for making complaints about managers, teachers, pupils or other families.
- Represent the Parent Representative Group and Kingswood School positively.
- Decline from raising issues related directly to their children.

Personal Considerations

- Parent representatives must act in the best interests of the school and ensure that the views of the parents they represent are for the benefit of the school, and represent whole school issues.
- Parent representatives should consult with the Head Teacher prior to any liaison with the Press or other media representatives.
- There is a clear commitment from the Head Teacher to ensure that all members will be fully supported in this role.

The role of Parent Representative

- Someone who communicates with parents within a particular year group and takes ideas and suggestions to termly meetings
- Represent a class within the school
- Meet every term to discuss ideas with Head Teacher
- A friendly face on the playground
- Organise parents to help on school visits, swimming
- Be a parents' contact point via WhatsApp
- Present suggestions made from other parents at meetings
- Contact any new parent joining the school if their child is in nominated class to welcome them and share information about future events