



# 'Chat About' Parent forum

## Terms of Reference

### What is the parent forum?

The parent forum at Stockbridge School is called 'Chat About' and it's an opportunity for the school and parents to get together to constructively 'chat about' the key issues of the moment both from a school perspective and a parent's one.

### Who's on it?

The School is always represented by the Headteacher or another member of senior staff (Mrs Hillman or Admin Officer), the governing body is represented by a Governor representative who is not a parent governor and parents who have been randomly selected (initial selection was every 5<sup>th</sup> parent) from each class.

### Why do we have a parent forum?

We already have a Governing body who provide strategic direction for the school and act as a critical friend to challenge and support the Headteacher in the leadership of the school. FOSS (Friends of Stockbridge School) occupy an important role in fundraising and providing extra special opportunities for the children which go beyond that the school can afford from its delegated budget. The parent forum provides a method of communication with parents and the school that is open and actively seeks the views of both parties. Meetings are a genuine opportunity for open discussion about the organisational features of the school that matter most to parents and their children.

### What do we 'chat about'?

The meeting is divided into 3 distinct sessions:

**Updates on...** this gives us an opportunity to review things we discussed last time.

**Views on...** items raised here are normally generated from school and ones that the school would welcome parent views about. There are likely not to be any final decisions at the meeting but a range of views are actively sought.

**Discussion on...** These are items raised by parents in the run up to the meeting.

AOB is collected from the whole parent body prior to the meeting and noted on the agenda at least 1 week before (in the discussions item) the meeting date so that other views from parents can be collected.

### How does the information get shared?

Information is shared between the whole parent body, not just the chat about forum. Minutes are published no longer than a week after the meeting. A summary of the minutes will be published on the newsletter in the week after the meeting.

### How active are members?

Very! They act as the representatives for the class their child is part of. They can actively seek parents thoughts and feelings on the issues on the agenda. They might be asked to take an active lead in solving a problem eg. enlisting people for grounds working party meetings. Other parents may ask members to raise an issue or make a suggestion on their behalf at Chat about's next meeting.

### How does membership evolve?

Each person is entitled to remain on the forum for 1 academic year. In the summer term at the end of their academic year, another parent will be randomly chosen from the class list and asked whether they would like to participate. If yes, they will join the forum with the existing members as a 'handover' meeting. If not, the next person on the list will be asked and so on.

**Please note that all issues, whether raised by a member of the forum should be general issues, not related to a specific child or incident.**

