

# Lady Modiford's CofE VA Primary School Parent Focus Group

## Terms of Reference:

As part of our School Parent Partnership Scheme we have set up a Parent Focus Group. This is a group of parents/guardians who are randomly selected to meet with the Headteacher to discuss issues related to the school. Through this Parent Focus Group parents can share their ideas and views about future developments at Lady Modifords.

The terms of Reference for Parent Focus Group Meetings are as follows:

### **Purpose**

- To promote communication between the school and parents.
- To provide an opportunity for parents to share their views.
- To enable the school leadership team and governors to consult with parents in regard to decision making, where appropriate.
- The Focus Group will work to provide feedback on provision, offer a parents' perspective on current policy and practice and input into decision making and planning for future provision.
- The Focus Group aims to represent the views of all parents, carers and guardians.
- The Focus Group is not in place to address concerns about an individual child. Parents who need to discuss these issues should approach their class teacher or the headteacher, as appropriate.

### **Membership**

The Focus Group's membership (between 6 and 8 people) can be made up of:

- Parents of children attending Lady Modifords CofE VA Primary School.
- Headteacher or representative(s)
- Governor representative(s)

We aim to have a diverse membership, representing views from parents from all backgrounds and sectors of the community.

### **Meetings**

- Meetings are to be held once each half term at different times of the day to enable as wide a cross section of parents as possible to attend
- Dates will be published on the school's website and newsletter.
- Issues for discussion at meetings will initially be tabled by the school based on Ofsted recommendations and results of parent questionnaires.
- Parents/guardians will be selected at random and invited to attend the Parent Focus Group.
- Ground rules will be established at the start of every meeting.

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- Parent Focus Group is not the channel for individual complaints and issues. Concerns or complaints involving individual children, families or teachers will not be discussed. Any individual concerns or complaints should follow school policy and be raised with your child's class teacher, the Headteacher or Chair of the Governing Body.
- Responsibility for agreed actions will be shared amongst the membership.
- Parent Focus Group has an advisory and consultative role. The Governing Body remains the decision maker and provides strategic leadership. There is no reduction in the role and responsibilities of the Governing Body.

### **Confidentiality**

Should there be a confidential item discussed, this will be noted at the meeting and should not be discussed outside of the meeting room.

### **Communications**

The agenda is to be circulated to the group, with their invitation, 2 weeks before the date of the meeting.

'Any other business' will not be on the agenda, but items will be considered for inclusion in future meetings.

### **Reporting**

Minutes will be circulated via e-mail to all members and the Chair of Governors. The minutes will be made available to all parents via the school's website and will be notified on the newsletter. Hard copies will be available on request.

Group members are encouraged to share the information from the Parents' Focus Group with other parents.

### **Review process**

The Terms of Reference will be reviewed once a year.

Next review September 2015