



Barley Lane Primary School

Parent Forum Terms of Reference

The purpose of the Barley Lane Parent Forum is consultative. The Parent Forum is a partnership between parents and the school. It is a valuable way to share ideas, views, and concerns and make suggestions for improvement.

1. Aims

- To foster an active partnership between home and school
- To work together to improve the education provided for our children
- To share information, knowledge and skills
- To meet in a mutually supportive environment
- To further improve communications between parent/carers and the school

2. Organisation

- The forum will meet once each half term. We will alternate morning and late afternoon meetings each half term
- The Headteacher or a Deputy Headteacher will chair the meetings and minutes will be taken
- Other members of staff/speakers may be invited to attend for a specific reason.

3. Membership

- All parents are welcome to all or any of the meetings.
- Unfortunately no children are allowed, and crèche facilities will not be provided.

4. Agenda Items

- If parents wish to submit an agenda item, parents should e-mail our parentforum@barleylane.redbridge.sch.uk address prior to the meeting.
- This inbox will only be monitored in the lead-up to a parent forum meeting in order to create the agenda.
- Emailed agenda items will be received up until 10am on the day prior to the meeting.
- Any items received after this time will be added to subsequent forum meeting agenda
- Please note that the email facility is not for individual issues and emails will not be responded to individually
- Agenda items will be shared the day prior to the meeting on the website and minutes of the meetings will be published on the school website

5. What the Parent Forum is not for:

- If you have concerns or complaints relating to individual children, family members, other parents or members of staff, then it is advised you take this to the school office. These cannot be discussed at Parent Forum.
- The names of individual children or members of staff will not be used at the meetings.
- The Parent Forum is designed to highlight parent views and ask the school to clarify matters, reconsider processes and take on new ideas that benefit our children. Its function is not to pressure the school for change or replace the function of the school governors. We hope that it will be a successful initiative and look forward to welcoming parents and carers at the forum meetings!