



# Redbourn Primary School

## Parent Focus Group Terms of Reference October 24/25

The Parent Focus Group is a body of parents with representation from each class at Redbourn Primary School. It provides a forum for parents to put forward their views to the Headteacher and the Governing Board of the school and is a more accessible way to support parent's involvement with school improvement.

### Objectives

The Parent Focus Group works in partnership with the school to:

- Create a welcoming school which is inclusive for all parents promoting partnership between the school, its pupils and all its parents
- Develop and engage in activities which support the education and welfare of the pupils
- Identify and represent the views of parents on matters affecting the education and welfare of the pupils
- To serve as a communication link between the Headteacher and the Governing Board and the parent community. Feeding back what is going well as well as what could be improved
- Ensuring that the Headteacher receives constructive and practical suggestions that will enhance the quality of care offered to all the children in the school inclusively
- To seek parent's views on particular issues as requested by the Headteacher
- 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 for the Headteacher 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 Headteacher a forum within which to explain school policies and procedures. This may be in response to queries from parents.
- Some topics cannot be addressed by the Parent Focus Group and should be referred directly by individual parents to the class teacher in the first instance or a member of the school leadership team (Key stage Leaders/Assistant Head/Headteacher). This includes matters associated with:
  - School policies and procedures relating to general curriculum issues & details
  - Issues relating to individual children or staff
  - Individual complaints or grievances

### Structure and organisation of the PFG

- The Parent Focus Group will meet once a term. Additional meetings may be called if necessary
- Feedback will be collected anonymously via a questionnaire sent out to all parents via email in the weeks before the meeting.
- The feedback will be allocated to the individual representatives, who will provide the Chair with a round up of the main points.
- Items for the agenda discussed and agreed by the Head Teacher and the Chair at least one week before the meeting.
- Meetings will be minuted and made available to all parents and shared with the Governing Board and SLT

- The Headteacher will include an update in the next weekly school Newsletter and minutes will be posted onto the school website
- Representatives will feedback information relevant to their class / year group
- The impact of its work and Terms of Reference will be reviewed annually by the Parent Focus Group at the end of each academic year, initiated by the Chair.

## **Expectations**

- Meetings will be conducted in a positive spirit, be constructive and solution focused
- The members of the focus group are not expected to receive complaints 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
- 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
- Members of the Parent Focus Group will always use discretion and appropriate sensitivity to issues of confidentiality
- Respect confidentiality and never name individual teachers, pupils, members of staff or other parents
- Support and be guided by the Chair of the meeting
- Keep to time and the agreed agenda
- Attempt to keep individual contributions brief
- Respect others opinions and ideas by letting them finish without interruption

## **Members**

The Parent Focus Group is open to all parents and carers who have a child currently attending Redbourn Primary School. All Parents and Carers of any gender and ethnic or cultural origin are given the opportunity to be involved to ensure and encourage inclusive and diverse representation. The following will be present at the termly meetings:

- One/two volunteer parent representatives from each year group
- Headteacher and/or Assistant Headteacher
- School Business Manager
- Governor(s)
- Other members of staff who will be invited to meeting as appropriate
- If a class representative is not able to attend a meeting they will endeavour to find a replacement from the same class to take their place on that occasion. There is no requirement for quorum at any meeting
- At the end of the academic year, if the current class representative is not going to be representing their class the following year they will seek to find a new member of the class to take over their position in the group

### **Headteacher**

Miss Emma Fenn

### **Parent Focus Group Chair**

Jo Medcraft

**Date Terms of Reference agreed:**