



St Gilbert's R.C. Primary School

School Parents Forum Constitution

This is the constitution for St. Gilbert's RC Primary School Parent Forum

Purpose: The Parent Forum at St. Gilbert's RC Primary School is set up to ensure that parent voice is heard in decision-making and in shaping the future of our school for the good of the whole school community. It is not an avenue for complaining about problems/situations involving specific children. The St. Gilbert's RC Parent Forum supports the work of the school and aids in future improvements.

1. Objectives

The objectives of the Parent Forum are:

- a) To improve communication and receive Parent's aspect and feedback on different aspects of school life to ensure improved communication.
- b) To work in partnership with the school to create a welcoming environment which is inclusive for all parents and carers.
- c) To promote partnership between the school, its pupils and all its parents and carers.
- d) To develop and engage in activities which support the education and welfare of the pupils.
- e) To identify discuss, and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
- f) To promote excellent communication between the school and parents
- g) To share understandings between different stakeholders of the school.

2. Membership

a) The membership of the Parent Forum shall be as follows:

- A member of School Senior Management
- 1 parent representative from each class from Nursery to Year 6
- At least one Parent Governor

b) Members of the Parent Forum shall be expected to remain on the Parents Forum for one academic year. Parents can be the representative for more than one year if selected as per the process.

3. Roles

a) The Chair and Secretary of the Forum will be agreed by the Parent Forum members immediately following its formation or in the first meeting of a new group. Should their child cease to attend St. Gilbert's, the position will be elected within the forum for the remainder of the year.

b) Office bearers will be re-selected by the Parent Forum on an annual basis or by agreement at the annual meeting of the Parent Forum.

c) Parent Representatives must try to ensure that they communicate with the wider population of the parents in order to prepare for the meetings so that their feedback is representative of the general population. Parent representatives will be bound by the rules of membership (See item 9 of the constitution) and held accountable to this by the other members of the panel.



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4. Meetings

- a) The Parent Forum will meet at least once in every term at a date and time agreed at the previous meeting. Should attendance be under quorum or the meeting cancelled due to an emergency at least two weeks should be given.
- b) The quorum for a meeting to take place is five members. If it falls below this the meeting must be rearranged within that school term. At least one member of Senior Management or Governors should be present to represent the school.
- c) Any two members of the Parent Forum can request that an additional meeting be held for the purpose of discussing a designated topic, and all members of the Parent Forum will be given at least one week notice of date, time and place of the meeting.
- d) If a Parent Forum member acts in a way that is considered by other members to undermine the objective of the Parent Forum, their membership of the Parent Forum shall be terminated if the majority of members agree. Termination of membership would be confirmed in writing to the member by the Chair.
- e) If a particular Agenda item requires additional work that would not befit a Parents Forum Meeting, a committee can be set up to handle that matter. This committee will be responsible for organising any additional meetings outside of the once per term rule as is best suited to the members of it.

5. Meeting Agendas

- a) An agenda must be prepared by the Chair and circulated at least one week before the meeting.
- b) Items for the agenda can be proposed by any member and should be submitted at least ten days before the next meeting to allow time for them to be added to the Agenda by the Chair.
- c) Additional items can be discussed under Any Other Business section should they arise after the agenda has been circulated by agreement in advance of the meeting the Chair.
- d) The role of the chair is to ensure that the agenda is fully covered and discussed in keeping with agreed time limits. The chair will act as the mouth-piece and allow discussion to flow fairly and freely in a balanced fashion.

6. Minutes

- a) Minutes of the meeting are taken by the Secretary. In the event the Secretary is unable to attend, another member will undertake the role.
- b) Copies of the minutes of all meetings will be available to all parents and staff of children at St. Gilbert's RC Primary School via the School Website.
- c) Minutes are circulated to all members of the forum prior to publishing on the website for checking and agreement of accuracy.
- d) Minutes must be published two weeks after the meeting.



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e) Minutes will be uploaded to the website by a member of school Senior Management Team.

7. Reporting

The Parent Forum for St. Gilbert's RC Primary School shall report to the Full Governing Body at least once each year on its activities/views on behalf of all the parents.

8. Annual Meeting and Review

a) The Annual Meeting will be held in the Summer Term of each year and all active members are expected to attend. The quorum rule is nullified for this meeting except in the event of an emergency.

b) A notice of the meeting including date, time and place will be available to all members of the Parent Forum at least one month in advance.

c) The meeting will include:

- a report on the work of the Parent Forum and any committee(s) selection of the new Parent Forum
- aims for the next academic year
- review of constitution and membership

9. Rules of Membership

a) All members of this forum must agree to the following ground rules:

- i. Confidentiality: items of a sensitive nature will not be discussed outside this forum.
- ii. Members will switch off their mobile phones whilst attending the forum.
- iii. We will endeavour to stick to the agreed time frame for the forum meetings.
- iv. One person will speak at a time
- v. We will as members respect each other's opinions: agree to disagree.
- vi. To follow correct procedures for raising issues and adding to agenda items.