



Paternoster School

Parent Voice Group

Terms of Reference – May 2022

The purpose of the group is consultative

The main aims:

- To foster an active partnership between the home and the school
- To improve communication
- To act as a 'sounding board' for the School and Local Advisory Board
- To suggest whole school improvements
- To gather feedback
- To gather information from the wider school community and to represent the voice of parents

Organisation:

- The group will meet at least four times per academic year
- The Family Support worker/Head teacher will lead the meetings and take minutes
- Other members of staff/parents/speakers may be invited to attend for a specific reason
- A quorum of 4 members, including at least 2 class representatives, must be present for the meeting to go ahead. Less than this will mean cancellation
- An agenda will be agreed and distributed in advance of the meeting

Membership:

- There is no maximum number
- Membership is open to all parents but one to two representatives per class is encouraged
- Parents are free to choose to attend any meeting

Membership will include the Head Teacher and Family Support worker.

Specific individual concerns/complaints should be addressed with the relevant class teacher or Head Teacher (following normal school procedures) and will not be discussed at these meetings.

The names of individual children or members of staff will not be used at the meetings.