

## **PARENT FORUM CODE OF CONDUCT**

### **AIM**

St Michaels CE Junior School is an inclusive school that aims to make pupils feel safe, valued and cherished by addressing the needs of each child holistically and planning exciting, experiential learning which is innovative and adaptive to changing contexts while encouraging them to achieve their full potential.

The Parent Forum ("Forum") was established to enhance communication between the school and the parents. The Forum provides a platform where concerns or issues can be voiced by parents where it is perhaps inappropriate to speak to the teacher in the first instance and the matter in question is recurring and may affect more than one child.

The Forum is intended to be a platform for an information exchange only. Decisions regarding possible changes will ultimately rest with the Head Teacher and Governing Body.

### **Membership**

The Forum is made up of volunteers ("Member") from each year group.

Ideally each class would have 1 or 2 Members.

New Members should notify the Forum Secretary if they wish to join the Forum.

The expectation is that Members will continue to volunteer throughout their child's time at school but this is of course not compulsory.

Members should notify the Forum Secretary if they no longer wish to remain a member.

### **Meetings**

The forum shall be chaired by a member of the Senior Leadership Team and it is hoped that a member of the Governing body will be able to attend although it is understood that this may not always be possible.

The Forum will meet once every half term, no quorum is necessary. Each meeting will generally commence at 2.30pm and will last for approximately 30 – 50 minutes.

## **Confidentiality**

It should be remembered that the contents of meetings are confidential and care should be taken by all those in attendance not to mention the names of individuals where it would be inappropriate to do so. Matters discussed should not be discussed inappropriately outside of the meeting or within the Minutes. The Minutes of the meetings will be available to see on the School Website and feedback will usually be given to those parties who have raised items with their Member.

Where a particular solution and/or follow up by a Member has been agreed upon it is important that this is adhered to.

The contents of meetings and Information such as details of discussions and comments made during the meeting are strictly confidential and should not be passed onto individuals concerned. This avoids unnecessary distress where comments may be taken out of context.

## **Agenda**

Agenda items should usually be submitted to the Forum Secretary by the Member in good time for each meeting and the Agenda will be posted on the School Website prior to the date of the meeting if at all possible.

If it is not possible to submit an item for discussion on the Agenda prior to the meeting then matters can be raised as a general item in any other business assuming that there is sufficient time available in the meeting. Should the meeting conclude with items not discussed those items will be noted on the Agenda for discussion at the next scheduled meeting.

## **Attendance**

Apologies for a Member's absence should be given to the Forum Secretary in a timely fashion prior to the meeting wherever possible.

## **Minutes**

The Minutes of each Meeting will be circulated to Members within 14 days from the date of the meeting and approved at the subsequent meeting. Thereafter they will be shared on the School Website.