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**BENTHAL PARENT VOICE**

**Terms of Reference**

**Benthal Parent Voice is a group of parents and carers that exists to represent the parents and carers of children at the school that provides:**

* **Two-way communication between parents/carers and Benthal School**
* **A way for the school to consult parents/carers on a variety of matters with school improvement at the core**
* **A forum for parents/carers to put forward their views to the senior leadership team and governors**

**The Governing Board remains the decision-making body and provides the strategic leadership of the school whilst Benthal Parent Voice has a consultative and advisory role.**

1. BENTHAL PARENT VOICE DETAILS

**School name:** Benthal Primary School

**School address:** Benthal Road, Hackney Downs, London N16 7AU

**Date formed:** November 2019

1. OBJECTIVES

The objectives of the Benthal Parent Voice are:

2.1 To work in partnership with the School to create a welcoming environment which is inclusive for all parents and carers

2.2 To promote partnership between the school, its pupils and all its parents and carers

2.3 To identify and represent the views of parents and carers on the education provided by the school and other matters affecting the education and welfare of the pupils

2.4 To develop and engage in activities which support the education and welfare of the pupils

2.5 To develop and engage in activities which increase parents’ and carers’ ability to support their children’s education

1. MEMBERSHIP

3.1 Every class will be entitled to one parent representative on Benthal Parent Voice. All parents/carers will be encouraged to volunteer to represent their class. The Benthal Parent Voice steering group (consisting of parents, Parent Governor and Head Teacher) will select class representatives from this pool to ensure that Benthal’s diverse school community is reflected in Benthal Parent Voice.

3.2 Benthal Parent Voice membership will be a minimum of 12 and a maximum of 15 parents and carers of children attending the School.

3.3 Benthal Parent Voice members will be appointed until the end of the school year, after which representatives may put themselves forward for re-selection if they wish.

3.4 If a Benthal Parent Voice member acts in a way that is considered by other members to undermine the objectives of the Benthal Parent Voice, their membership of Benthal Parent Voice shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

1. BENTHAL PARENT VOICE ROLES

4.1 The role of Parent Representatives will be to:

* Gather the views of parents in the class on issues under discussion by Benthal Parent Voice
* Give feedback to Benthal Parent Voice
* Help to welcome parents of new pupils joining during the school year
* Support parents/carers to get help with or find answers to any questions they have about the school

4.2 There is one place on Benthal Parent Voice for a Parent Governor. It will be the responsibility of the Governing Board to nominate its representative.

4.3 The Chair, Vice-Chair and Secretary of the Benthal Parent Voice will be nominated by Benthal Parent Voice members at the first meeting of the year. The Parent Governor will act as Chair until the appointment of an alternative has been made.

1. MEETINGS

5.1 Benthal Parent Voice may invite members of staff or pupils to any meetings, according to the agenda, to assist it with carrying out its functions.

5.2 Benthal Parent Voice will meet at least once in every school term.

5.3 For a Benthal Parent Voice meeting to be quorate, 6 parents need to be present. (If the meeting is not quorate, discussions can go ahead but decisions cannot be taken).

5.4 Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

5.5 Any two members of Benthal Parent Voice can request that an additional meeting be held, and all members of Benthal Parent Voice will be given at least two weeks’ notice of date, time and place of the meeting.

5.6 Copies of the minutes of all meetings will be available to all parents and carers of children at the school and to all staff.

Copies will be available from the Secretary of Benthal Parent Voice and will also be placed on the school’s website.

5.7 ‘Golden Rules’ for all members to observe during meetings:

* + 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

1. AMENDMENTS

6.1 Benthal Parent Voice may vote to change its terms of reference.