



28 September 2017

Dear Parent/Carer,

### **Election of Parent Forum Members**

Each year the parent body elects representatives to serve on the Parent Forum. This initiative is part of a wider programme to ensure effective consultation and communication between school, parents and pupils. We are inviting parents to nominate themselves to represent their child's class, either from parents new to the Parent Forum or from parents who have served in the past. The purpose of this letter is to:

- Explain the role and responsibilities of the Parent Forum;
- Invite interested parents/carers to nominate themselves as members.

#### **What is the Parent Forum?**

The Parent Forum is a body of parents, representing parents, led by the Governing Body. Parents at the school over the last few years will know that the forum proved to be the most rapid and effective means of consulting with parents on a variety of issues.

#### **The Parent Forum:**

1. Is a constructive tool with which the Head Teacher and Governing Body may consult the parent body.
2. Is a conduit to feed information from the school to parents and from parents to the school.
3. Has an advisory and consultative role. The Governing Body remains the decision maker and provides strategic leadership.
4. Any parent may nominate themselves to become a member of the forum. Ideally each class will have two representatives. Nominations for members are invited at the beginning of the school year and during the year when a vacancy arises. Elections will only be held in cases where nominations are received from more than two parents for a class.
5. The forum aims to meet at least termly. Meetings are held in the evenings and are scheduled to run for about an hour and a half.
6. The forum is attended by the Head, Deputy and chaired by a Governor.

#### **The Forum does not:**

Arrange the teacher collections or parent social evenings; this is the role of the class representative. Nor is it to be the interface for specific areas of concern around individual children.

## How to nominate yourself as a Parent Forum Representative.

Please email the Parent Forum link governor Alison Hoffman at [alison.hoffman@tiscali.co.uk](mailto:alison.hoffman@tiscali.co.uk) stating

- Your contact details
- The name of the class(es) your child(ren) are in
- Where you have more than 1 child at the school, which class you would prefer to represent.

Nominations close at noon on Friday 6 October 2017. Nominees will be informed of the outcome by the end of the following week.

Our first Parent Forum meeting will take place on Thursday 9 November 8-9.30pm. I am looking forward to working with you.

Regards  
Katharine Ellwood  
Head Teacher

