

## **New College Durham Academies Trust**

### **Terms of Reference of the Consett Academy Parent Forum**

#### **Rationale:**

To support effective communications between the Academy and its stakeholders, the Local Governing Body has established the Parent Forum as an advisory body. The Parent Forum will provide an opportunity for parents to meet, share ideas, hear news and give feedback.

#### **Remit:**

1. To promote an active partnership between the Academy and parents
2. To support the development of improved communication and engagement with parents and other key stakeholders within the community
3. To help monitor parental opinions including on social media and report back on any issues arising
4. To suggest whole school improvements from a parental perspective
5. To provide feedback on current and proposed Academy strategies and initiatives
6. To gather information from the wider school community
7. To advise and make recommendations to the full Governing Body on all matters relevant to the above.

#### **Membership:**

- 2 staff including a Director and a senior leader
- Up to 3 parents per year group

**Quorum:** 4 members including a staff member

**Meeting frequency:** minimum once per term

**Chair:** A designated parent from the forum

**Review frequency:** Terms of Reference, membership and chairing arrangements will be reviewed annually by the Executive Principal and Chair of the Local Governing Body.

#### **Organisation:**

- Other members of staff/parents/speakers may be invited to attend for a specific reason
- Efforts will be made to recruit Year 7 parents on an annual basis
- If a parent no longer wishes to be part of the forum, they should notify the Senior Admin Officer at the earliest opportunity
- Minutes of the Parent Forum will be presented to the Local Governing Body