



Parent Voice Group: Terms of reference

Purpose

The Parent Voice Group (PVG) is a body of volunteer parents/carers, whose joint aim is to support and inform school development. The group supports the school in its ambition to develop teaching and learning, which we at Haslington value and feel is so important. We are an open group, open to communication with the Senior Leadership Team to add to our agenda; and join the meeting when requested.

Membership

Parents or carers of Haslington Primary Academy are welcome to attend. Ideally a parent from across the school representing different year groups with a common purpose is preferable.

The Parent Voice group's Purpose

1. Agreed subjects will be covered through a process of research, discussion and then proposals to the senior leadership team.
2. Proposals to be presented to SLT face to face or via email.
3. Minutes will be published on the web site and distributed by the Headteacher.
4. A 'minute taker' can be rotated during each meeting. The role of 'minute taker' is taking the notes, circulating the notes and reminding members of the meeting dates with proposed agendas.

Accountability

- Any communication involving the group or group's name implicitly is agreed upon at each meeting by the members.
- The Parent Voice email addresses will not be circulated outside the group without the permission.
- The agenda discussions will be focused on the concerns identified by individual members of the group that are shared by the group members.
- There will be a clear protocol at the meetings and all parents will sign and agree at the beginning of each meeting.

Frequency of meetings

The Parent Voice Group will meet up to 6 times a year least 6 times a year. Other smaller meetings may run alongside these if parents are involved in a project in school.

Reporting

- The Headteacher will email the members and Governors, sharing the minutes and any proposed actions.
- The agenda will be distributed prior to the meeting with clarity on any areas for agreement, information or discussion.

Expectations of the committee

- Members will not make it personal and remember that their role is to think about the good of school and everyone involved.
- Members will not discuss individual pupil requirements or needs.
- Members will be tactful and sensitive; keeping information confidential where needed and not be disrespectful to or about any of the members.
- Members will support the school and raise concerns during the meeting, not outside on the playground.
- Members will work together and respect the opinions of others.

Mrs Donna Mitchell and the Governors – January 2023