

# KIPS Parent Council

## Terms of Reference



Name of Group	KIPS Parent Council
Membership of Group	Parents/Carers from KIPS Community
Aim and Purpose	A body which represents parents and provides a forum for them to put forward their views to SLT regarding school policies and procedures.
Objectives and tasks of the group	<ol style="list-style-type: none"><li>1. Share suggestions or advice with the school where appropriate.</li><li>2. The parent council will be a consultative and advisory group. Not a decision-making group but a forum for discussion and consultation recognising that the Board of Governors have responsibility for decisions regarding school policy.</li></ol>
Working Methods	<ol style="list-style-type: none"><li>1. New Parents/Carers will be invited to become a member of the Parent Council annually.</li><li>2. Principal and/or Vice Principal will Chair each Parent Council meeting.</li><li>3. The venue will be the Staff Room.</li><li>4. Meetings will have an agenda which will then be circulated 7 days prior to the meeting. Each meeting will start with a brief follow up on the last agenda/minutes.</li><li>5. Respect the need for confidentiality and privacy with regards to sensitive matters that might arise at meetings.</li><li>6. Minutes will be taken and shared with the group within 7 days.</li></ol>
Code of Conduct during Parent Council meetings	<ol style="list-style-type: none"><li>1. Any information will be shared by the school only and not by individuals.</li><li>2. All members are there to represent the School Community and not only representing the interests of their own child.</li></ol>
Terms of reference agreed	27 <sup>th</sup> June 2023