



Hinchley Wood Primary School Parent Council

How to read this document

- The following slides make up the proposal for the structure of the proposed parent council
- Slides 2-3: An overview of it's purpose and benefits
- Slides 4-5: The terms of reference for this group
- Slide 6: How to put your name forward



What is a Parent Council?

A Parent Council is a body which...

Enables parents to meet, share ideas and feed back to the school

Consults parents and advises the governing body of parents' views

Helps further develop a positive partnership between parents and school

Gives parents a voice and enables them to inform the decision making process

Hinchley Wood Primary School

Parent Council: Terms of Reference - 1

Role

- To provide input to the governors on specific agenda items in the upcoming Full Governing Body (FGB) Meeting
- To raise issues and give feedback on any items that they feel would contribute to the well being and education of the children at the school.

Reporting

- The Parent Council will report in to the FGB.

Authority

- The Parent Council does not have any delegated or inherited authority from the Governors or the School.

Membership

Membership of the Parent Council will comprise:

- 1 Full Parent Governor
- 1 Teacher Governor
- 1 Parent from each of the school class years (7 in total) (This member cannot also be a class rep.)
- If a member is unable to attend a substitution can be made. In the case of a Governor, an alternate Full Governor and in the case of a Parent, another Parent from the same year.
- Members will be in place for the full academic year (September – July).
- New volunteers will be requested in the Summer Term in preparation for the next academic year.
- Where there is more than one volunteer, a representative will be selected at random.

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Parent Council: Terms of Reference - 2

Chair

- The Parent Governor member of the Parent Council will also act as chair of the Parent Council.
- In the absence of the chairperson, the meeting will be chaired by the Teacher Governor.

Quorum

- The quorum for any Parent Council Meeting will be at least 1 Full Governor and 4 Parents.

Meetings

- Meetings will be half-termly and should be held at least 2 weeks in advance of the FGB Meeting.
- All meetings must be minuted and the minutes circulated to the FGB a week before the FGB Meeting.
- All minutes will be discussed at the subsequent senior leadership team meeting in school.
- The minute taker can be a volunteer from the parent body, governing body or school staff.
- It is the responsibility of the chair of the Parent Council to arrange the meeting time, the agenda and to seek a minute taker.

Skills

- Governor: refer to the Governors terms of reference
- Parents: be a parent of a child within a class at HWPS; have a willingness to speak impartially on behalf of the parents they are representing; be willing to commit to seeking feedback from parents; be willing to commit to the meeting schedule over the course of the year.



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Where do I sign up?!

- If you are interested in this role, [please click here to put your name forward](#)
- A name will be chosen at random from the nominees in each year group
- We will contact all those who put themselves forward to let you know whether you were successful
- The new parent council will then meet as a group to discuss what happens next!