

# Parent Aspirations Forum

## Terms of Reference

### Purpose

At Wykham Park Academy Banbury we recognise that there are three stakeholders in the success of our young people: the young person themselves; the Academy, and their family. We genuinely wish to seek, and take account of, parents' views and involve them as much as possible in the life and work of the Academy. We believe that parents should have a forum where they can express their views, know that they can make a difference, and learn more about how they can support the education of their children. The Parent Aspirations Forum provides a committed and consistent group of parents who work together in a spirit of co-operation with the goal of success for all at Wykham Park Academy Banbury.

### The Parent Aspirations Forum will:

- ✓ Provide the Academy with parental opinions and views
- ✓ Help the Academy to engage with parents by contributing to the Academy's Parental Engagement strategy.
- ✓ Be a forum through which the Academy communicates with parents alongside other methods of communication.
- ✓ Act as a sounding board for new ideas being considered by the school.
- ✓ Make suggestions to the Local Advisory Board and the Senior Leadership Team where appropriate.
- ✓ Be positive, constructive, collaborative and solution focussed.
- ✓ Help to ensure communication between parents and the Academy is effective.
- ✓ Review the impact of its work annually.
- ✓ Review the terms of reference annually.

### The Parent Aspirations Forum will not:

- ✓ Deal with complaints about individual teachers, pupils or parents. These issues should be raised through the complaints process.
- ✓ Make decisions. The Aspirations Trust, the Local Advisory Board and Senior Management will make decisions relating to the Academy. The Parent Aspirations Forum is a body representing parents providing a wide range of parental views to help the Academy meet the needs of all students.
- ✓ Deal with confidential matters.

### Membership

- ✓ Up to two named parent/carer representatives from each year group.
- ✓ The Principal and/or a Senior Leader
- ✓ A Parent Governor and/or other Governor
- ✓ The Chair of the Local Advisory Board will have an open invitation to meetings.
- ✓ Other members of staff will be invited to meetings as appropriate.

### The Parent/Carer Selection Process

- ✓ At the very beginning of each academic year parent/carer representatives will be sought for year 7 and any other gaps on the forum.
- ✓ Expressions of interest will be sought via the school website and other means which will ensure that there is an open invitation to all.

✓ If more than two parent/carers per year group apply for membership the parent governors (elected and co-opted) alongside the Principal will determine who the two representatives will be. This decision will be based on:

- Not having two members of the same household representing the same year group
- Having representation on the Parent Aspirations Forum which broadly reflects the school community.

✓ Parent/carer representatives will be a member of the forum for a two year term. At the end of the two year term new representatives will be sought through an open invitation to all parent/carers. Existing representatives may reapply.

✓ The chair of the forum will be elected by its members for a one year term of office. A new chair will be elected each year. The previous chair may be considered for a further one year term if agreed by the members.

## **Meetings**

✓ Parents will be reminded (via the school newsletter) of meetings two weeks in advance and issues to be raised at the meeting forwarded to representatives for inclusion on the agenda.

✓ Meetings will take place 2-4 weeks before the Local Advisory Board meetings so that the governors can be advised of the main discussion points and consider action items and suggestions arising from that meeting.

✓ Meetings will be recorded and the minutes shared with all parent/carers via the school website once agreed.

## **Communications**

**The following will be displayed and kept up to date in the Parents area of the school website:**

- ✓ The Terms of Reference for the Parent Aspirations Forum
- ✓ Names of current representatives.
- ✓ An email address for the Parent Aspirations Forum which will go directly to the elected parent governors for distribution to the elected representatives.
- ✓ The minutes of meetings.
- ✓ Meeting dates for the year.
- ✓ Announcements of upcoming meetings.
- ✓ Expressions of interest for membership of the Parent Aspirations Forum where these are being sought.

**The following will also be detailed in the school newsletter:**

- ✓ Announcements of upcoming meetings.
- ✓ Expressions of interest for membership of the Parent Aspirations Forum as appropriate.

**Reminders about the following will be sent by email and text message:**

- ✓ Announcements of upcoming meetings.
- ✓ Expressions of interest for membership of the Parent Aspirations Forum where these are being sought.