St Cuthbert's Catholic Primary School
PARENTS' COUNCIL - TERMS OF REFERENCE

Mission Statement
Our school is a friendly and safe place for us to learn and play.
We are a Catholic school and respect others' beliefs and views.
We work closely as a family community to make our school
exciting and fun for everyone.

Introduction:
The Parents' Council was established to enhance communication between St Cuthbert's Catholic Primary School and its parent body. The school wanted to give parents and carers an opportunity to voice issues, and to assure them that these issues were heard. (However, all communication regarding individual children should be directed to the class teacher in the first instance and thereafter to the Head Teacher).

Membership:
The council is open to all parents and/or carers of children at St Cuthbert's Catholic Primary School, and is chaired by elected member of the parent body. The Head Teacher will attend the meetings, as will at least one further Governor. All Staff may attend the meetings.

Quorum:
As the council is intended to be primarily a vehicle for exchange of information, there is no defined quorum. Ultimate decision making rests with the Head Teacher and the Governing Body.

Meetings:
The council will meet twice per term. Parents and carers will be given the opportunity to submit topics for discussion, and the Chair and Head Teacher will agree each meeting's agenda based on these submissions. It may not be possible to address every topic raised at each meeting, some topics may be carried forward. There will be time for some questions at each meeting.

Topics for discussion:
The following table gives examples of topics that would be suitable for discussion at the Parents' Council, and examples of topics that are not within the Forum's remit:

School Improvement	Audit of resources School Council initiatives Responding to issues raised by the 'pupil voice' Encouraging parents to support school events
Number of children on roll	Marketing of the school Raising the profile of the school within the parish and locality
Supporting non fund raising events	Children's charity fund raising Sports Day Early Years Foundation Stage events
Development of the school community	Communicating with hard to reach groups

Example topics that cannot be addressed:
- School policies and procedures relating to general curriculum issues
- Curriculum details (these can be discussed at specific curriculum meetings)
- School site and facilities
- Individual child's performance
- Issues relating to individual staff

J M Whitaker/Headteacher/October 2012