



President Road | Aylesbury | Buckinghamshire | HP18 0YA
Tel: 01296 326320 | e-mail: admin@greenridgeacademy.co.uk
Website: www.greenridgeacademy.co.uk | Twitter: @GreenRidgeR2

Headteacher: Mrs. Jen Fraser, B.Ed. (Hons), NPQH

Parent Forum Guidance

Welcome

Thank you for volunteering for the role of parent/carer representative. It is a wonderful opportunity for you to be a part of your child's education at Green Ridge Primary Academy, and as a parent/carer representative, you are a valued member of our school community, and your time and commitment are very much appreciated.

Role

The role of the parent/carer representatives is as follows:

- To help foster and promote good communication between the school and parents/carers, in line with the Parental Communication Policy and Parent/Carer Code of Conduct.
- To work with the leadership team to assist in the development of the school community and enhance the quality of relationships.
- To liaise with other parent/carer representatives when required.
- To make yourself known as the class representative to other parents/carers of the class in which you are representing, and to obtain views and feedback within meetings.
- To volunteer and support at school/PTA events where possible.

Structure & Protocols

The Parent Forum will typically be made up of one representative from each class. We ideally only require one representative as the school is large, and by only having one rep per class, we can try to keep the forum manageable and allow for everyone to be able to contribute. If more than one parent/carer in a class nominates themselves, we may consider splitting the role but would require you to attend meetings on a rota basis to allow for equal opportunity.

The role of a parent/carer representative requires mutual trust, communication and a willingness to promote a harmonious environment for all. Parent/carer representatives should always be respectful of the privacy of others.

Forum Meetings

Each half term representatives will be invited into the school to attend a forum, and there will be an expectation for you to attend all meetings where possible. This is an opportunity for representatives to directly feedback any discussion points on behalf of the wider parent/carer body.

An agenda will be shared with representatives before each meeting to allow for feedback to be obtained. Any other questions or discussion points need to be sent in writing via email to admin@greenridgeacademy.co.uk 48 hours before the forum to allow for staff to prepare a response.

Minutes from the meeting will be shared with representatives following the meeting and will then be published on our [website](http://www.greenridgeacademy.co.uk) and shared within the next Weekly Round-Up.