

# ST WILFRID'S CE PRIMARY SCHOOL

## PARENT COUNCIL INFORMATION

TERMS OF REFERENCE
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### PURPOSE AND AIMS

- A route through which parents as a group advise the governing body of their views
- A route for the Governing body to consult parents as a group
- Bringing parents together socially
- Enabling parents to share views and ideas
- Providing support to parents
- Helping parents to support their child
- Enabling parents to get involved in the life of the school
- An opportunity for personal development
- Reaching out to other parents

### STRUCTURE

A parent representative from each year group to be elected annually  
Term of Office will be for a maximum of four years

### PRACTICALITIES

- The Parent Council will meet on the third Tuesday after each half term
- The Headteacher and members of the Parent Council will suggest agenda items
- A new Chair will be appointed during the first Autumn meeting
- Parents will choose someone to chair the meeting in the absence of the Chair
- The school will provide the agenda one week in advance
- Admin support will be provided by the school
- Parents will be kept up to date with the minutes of the meeting by Parent mail
- Nominations for parent council members will be sent out during the summer term (with the exception of Year R, which will be held during Autumn term)

Dated: 17 November 2015