



CHANDLERS RIDGE ACADEMY PARENT VOICE GROUP (PVG)

TERMS OF REFERENCE

CHAIR	Mrs Lidgard, Head Teacher
CLERK	Mrs Turner, Business Manager
LINK DIRECTOR	Mr Paleschi
FREQUENCY	Once every half term

1. Composition of the PVG

- ✳ Core membership - each year group shall have one representative. Parents are invited to put themselves forward in the first half term of each academic year.
- ✳ In attendance – Parents/Carers who have submitted a suggestion on the agenda are welcome to attend the meeting for discussion
- ✳ Other attendees, sometimes external to the school, may be invited as pertinent to the agenda

2. Role of the PVG

- ✳ Ensuring that the head teacher receives constructive and practical suggestions that will enhance the experience offered to all the children in the school.
- ✳ To seek parents' views on particular issues as requested by the head teacher or above.
- ✳ To provide an objective 'sounding board' for the head teacher to discuss school matters and gain a feel for parental views.

3. Organisation of the PVG

- ✳ There will be a meeting once every half term. Additional meetings may be called if necessary.
- ✳ Suggestions for the agenda should be submitted via the school website <http://chandlersridge.org.uk/share-your-ideas-suggestions/> at least one week before the meeting.
- ✳ The head teacher will form the agenda from notified items. The agenda will be posted on the school website <http://chandlersridge.org.uk/join-us/>.
- ✳ A summary of the meeting will be published in the next eNewsletter and action minutes will be posted onto the school website within one week.



4. Scope and Expectations

- ✦ The PVG should not receive complaints or concerns about individual members of staff. These should be referred directly to either the member of staff concerned or the head teacher. Such matters will never be discussed at the meetings.
- ✦ The PVG is not concerned with the performance management of the school; this is the remit of the Board of Directors. The school works to a set of KPIs which are published on the website and progress shared with parent <http://chandlersridge.org.uk/key-performance-indicators-2016-2019>.
- ✦ The PVG requires an objective and wider view as what is in the best interests of the majority of children, parents and staff in the school. It is not about influencing practices and procedures based on the needs and views of the minority of individuals or your own child.
- ✦ At all times due regard will be given to the need for discretion and appropriate sensitivity to issues of confidentiality.
- ✦ It is expected that a parent or carers submitting an idea or suggestion attends the meeting to explore the idea further.
- ✦ Where suggestions require further resources, these shall be considered by the Friends of Chandlers Ridge as part of their established funding request and prioritisation process.

5. Review

- ✦ The efficacy of the Terms of Reference shall be reviewed in the Summer Term