

***Parent and Carers as Partners* Terms of Reference**

Role and purpose

The role of *Parents and Carers as Partners* will further strengthen relationships and communication between home and school. The *Parents and Carers as Partners* sets out to achieve an inclusive and open forum where parents and carers can contribute to school development and shape the future of secondary Catholic education in Derby.

Term

This Terms of Reference is effective from September 1st 2023 and will be ongoing until terminated by agreement between the parties.

Membership

The *Parents and Carers as Partners* forum will comprise:

Hazel Boyce, Headteacher, Saint Benedict Catholic Academy

Natalie Robinson, Assistant Headteacher, Saint Benedict Catholic Academy

Kat Difusco, Head of Year, Saint Benedict Catholic Academy

Amanda Cwynar, Member of the safeguarding team

5 invited parents and carers from each year group (Years 7 – 13) who will be invited to attend for one academic year in the first instance. Only those invited will be able to attend. Invitations are generated at random from the school's database by the school's data manager.

Roles and responsibilities

The *Parents and Carers as Partners* forum is accountable for:

- fostering collaboration
- always maintaining the focus of the forum on the agreed scope, outcomes and benefits
- monitoring and managing the action points agreed each meeting, always ensuring positive outcomes where possible

The membership of the *Parents and Carers as Partners* forum will commit to:

- attending all meetings where possible and sending apologies if attendance is not possible
- wholeheartedly championing the forum
- sharing all communications and information across all *Parents and Carers as Partners'* members
- making timely decisions and succinct contributions to meetings so as not to hold up decisions or to dominate agendas
- notifying members of the *Parent and Carers as Partners* forum, as soon as practical, if any matter arises which may be deemed to affect the running of the forum

Members of the *Parents and Carers as Partners* forum will expect:

- ❖ that each member will always be treated with dignity and respect
- ❖ to be given reasonable time to make key decisions
- ❖ to be reminded in advance of meeting dates and provided with an agenda item from the school
- ❖ opportunity at each meeting to raise any wider school issues
- ❖ open and honest discussions, without resort to any misleading assertions
- ❖ ongoing 'health checks' to verify the overall status and 'health' of the network.

Meetings

All meetings will be chaired by Hazel Boyce, the Headteacher. A meeting quorum will be 10 members of the invited group.

Meetings will be held once per term (3 per school year) for 90 minutes and will be held in Elmwood. Transport to and from the meetings can be arranged to support attendance.

All agreed actions will be documented and shared with members within 10 working days of the meeting.

