

# CASSIOBURY INFANT & NURSERY SCHOOL

Bellmount Wood Avenue, Watford WD17 3PE



HEADTEACHER: Mrs C Cooper

Email: [admin@cassioburyinfants.herts.sch.uk](mailto:admin@cassioburyinfants.herts.sch.uk)

Tel: (01923) 222782

## Parent Focus Group Terms of Reference 2018-2019

1. Parent Focus Group will meet once every half term and dates for meetings will be set in advance. Each meeting will begin at 2pm.
2. The Parent Focus Group's purpose is to provide a dialogue for discussing issues that affect the school community. Parents' views are important to the School community and staff are interested in what the school is doing well and discuss how it could improve further.
3. The Parent Focus Group will have a link with the Governing Body via a Parent or Foundation Governor.
4. Each class will have up to 3 parents or carers as class representatives of the Parent Focus Group.
5. The names of the class representatives of the Parent Focus Group will be published to all parents.
6. Items for discussion at meetings can be tabled by any parent via a member of Parent Focus Group or in writing to the School Office. A word document template will be sent to Parent Reps in advance to complete, this document must be received by the School Office at least 48 hours before the date of the meeting.
7. Individual complaints, concerns or issues should be raised with the class teacher, Headteacher or Chair of the Governing Body in accordance with the School's Complaints Policy and not via the Parent Focus Group.
8. Responsibility for agreed actions will be shared amongst the membership.
9. Notes of the meetings will be published on the website.
10. The Parent Focus Group has an advisory and consultative role. The Governing Body remains the decision maker and provides strategic leadership. There is no reduction in the role and responsibilities of the Governing Body.