

Overton CE Primary School

Parent Council Code of Conduct

Overton School is a happy, safe and inclusive school, in which we aim to develop respect for the community and ourselves. We deliver a creative, enriched and broad curriculum through high quality teaching and learning, that encourages all pupils to achieve their full potential.

Introduction:

The Parent Council was established to enhance communication between Overton CE Primary School and its parent body. The school wanted to give parents and carers an opportunity to voice issues, and to assure them that these issues were heard. (However, all communication regarding individual children should be directed to the class teacher in the first instance and thereafter to the Head Teacher).

Membership:

Membership of the Council is open to all parents and/or carers of children at Overton CE Primary School. A wide membership is encouraged to ensure all classes are represented. Only parents or carers who are members of the Council may attend meetings. The Council is chaired by the Head Teacher or Deputy Head Teacher who will attend meetings, as will at least one further Governor. All staff may attend the meetings. Parent representatives are nominated by two parents of children in the class for a period of one academic year.

Quorum:

As the Council is intended to be a primarily a vehicle for exchange of information, there is no defined quorum. Ultimate decision-making rests with the Head Teacher and the Governing Body.

Meetings:

The Council will meet twice per term. Parents and carers will be given the opportunity to submit topics for discussion, and the Council Chair and Head Teacher will agree each meeting's agenda based on these submissions. It may not be possible to address every topic raised at each meeting; some topics may be carried forward. There will be time for some questions at each meeting.

Ground Rules:

- Ensure meetings start on time – let the Chairperson know if you are going to be late or cannot attend.
- Stick to the agenda – if there is anything you would particularly like to discuss, speak to the Chair/Head Teacher to ask for an item on the agenda at least 48 hours before the meeting
- Support the group and work as a team – everyone's contribution is important.
- Listen to each other and respect each others point of view.
- Discourage domination by one or a few members and encourage quieter members to take part.
- Aim towards constructive discussion and decisions – try not to get 'personal'. If you disagree with someone make clear it is their point of view you disagree with rather than them as an individual.

- Respect confidentiality and ensure that pupils and teachers are not named. Individual instances/events must not be discussed inappropriately outside of the meeting or in the minutes.
- The agenda should be distributed at least 2 weeks before the next meeting. The agenda should primarily be established at the previous meeting so as to allow council members to gather parental views in advance.
- The person taking the minutes should send them to the Chair for approval. Once approved by the Chair, they are then emailed to all members of the council to be approved within 1 week of circulation. The Chair to then put on website along with next agenda.

Name:

Signed:

Date: