

Stanford Infant School Class Representatives Terms of Reference

Objective

The objective of the Class Representatives is to facilitate positive and effective two-way communication between our families and the school, providing a channel for communication, feedback and suggestions for improvement.

Specifically, to: -

- promote the partnership between school staff, its children and its parents/carers
- provide parents/carers with an awareness of the wider picture, how decisions are made and the reasoning behind them
- develop and engage in activities which support the education and welfare of the children
- identify and represent the views of the parents/carers on matters affecting the education and welfare of the children
- encourage parents/carers to remain active and better-informed partners and participants in the life of their school

Scope

Specific feedback and suggestions for improvement of:

- Communication
- Administration
- School Policies

Out of Scope

Items relating to specific children, specific parents/carers or individual school staff, which should be, discussed one to one with the relevant Teacher, Deputy Head Teacher or Head Teacher, as appropriate.

Key Responsibilities of Class Rep Members

- To seek feedback and suggestions from as many parents/carers as possible from their respective class and to relay the outcomes from the Class Rep Meetings as appropriate.
- To attend Class Rep Meetings on behalf of the class and representing the views of all parents/carers in their respective class.
- To work closely with parallel members to ensure coverage of all parents/carers in that year group.

Membership

To attend one meeting each half term:

- At least one of the Senior Leadership Team, usually the Head Teacher or in her absence the Deputy Head Teacher.
- Two parents/carers per class to nominate themselves as a Class Rep member. Membership is for one school year.

Meetings

Meetings will be held half-termly. The meeting will provide a forum to feedback any general views and ideas that parent/carers may have expressed. They are also invaluable in canvassing ideas and working together in finding solutions and ways in which our school can move forward. These meetings are informal, although minutes are kept and distributed to every family.

It is the responsibility of the Head Teacher to ensure that:

- Meetings are scheduled – dates and times communicated.
- Minutes of Meetings are circulated to all families and posted to the School Website with copies available from the School Office upon request.
- Meetings run to time and active participation is sought from all representatives!