**Bristol Grammar School Parent Forum – Remit and Purpose (Revised Autumn Term 2020)**

BGS is a large and dynamic community, which works as a partnership between school, parents and students. The school welcomes the involvement of parents and guardians in its decision-making process on both strategic and operational matters. The Parent Forum was established in 2012 to act as a consultative body and ‘sounding board’ for discussion and review of ideas, initiatives and issues regarding the school. It comprises volunteer parents representing each year group, who have together defined its purpose and remit.

**Remit**

An integral part of parent/school communication, the Parent Forum provides a structured channel for the ‘parent voice’ to play a constructive role within school. It has no statutory responsibility, duty or power, but has evolved to play an important role both in assisting the school in its development and also in providing an effective link between the school and the parent community.

Specifically, its role includes:

**1. a forum to discuss wider school issues**

All parents can contact the Parent Forum (by general email or via individual reps) to make suggestions, raise concerns and ask questions about matters relating to the functioning and educational provision at BGS (such matters will generally concern the wider school community, and not be individual issues which should continue to be dealt with via other channels). Matters can be tabled at termly meetings which are attended by Forum reps and by the senior leadership of the school, and minutes are shared with the whole parent body.

**2. a sounding board for new ideas**

The Parent Forum can act as a consultation group for new initiatives, developments or proposed changes put forward by the school; it can offer initial parent responses and act as a ‘sounding board’ to support the school in their decision-making.

**3. enhanced partnership between parents and school**

As part of the parent body, the Parent Forum offers a valuable two-way dialogue to enable the school to have a greater understanding of families’ experience at BGS, supporting the maintenance and development of the school’s provision, and to improve parents’ understanding of the school’s functioning.

**Operation**

The Parent Forum will meet at least once per term, and should consist of at least two representatives from each year group. Parents who wish to act as a rep should apply as specified below. The agenda for each meeting will be compiled by the Chair following input from reps and/or from direct wider parent contact. Minutes will be shared with the whole parent body via the weekly newsletter email and also on SIMS. More operational detail as follows:

* At least 2 reps per year group (there may be more due to siblings)
* Reps should serve a set term of 2 or 3 years: Years 7/8/9, Years 10/11 and Sixth Form
* The Chair will publish an invitation for parents to apply to be reps at the beginning of the autumn term for Year 7, 10 and 12 (and for other years if needed). If there are more than 2 applications in a year group the Chair will make appointments based on obtaining the best overall balance within the Forum
* Reps are responsible to the whole of their year group and should endeavour to obtain ideas/feedback from a broad spread of parents within that group, and to report back following meetings
* Parents can reapply to serve as a rep for subsequent terms if they so wish
* The Chair will be elected by the Parent Forum and will serve for a term of 2 years
* Names and contact details for all parent reps will be listed on SIMS