

9th May 2018

Dear Parents/Carers

Parent Forum Meeting

I wrote to you some weeks ago informing you about the launch of the Green Spring Academy Shoreditch Parent Forum. I am delighted to invite you to the first official meeting on **Thursday 17th May 2018 at 5pm.**

The Parent Forum is an additional space that will provide the academy's parents/carers with the opportunity to feedback on school provision, offer a parent/carer perspective on current policy and share ideas about future projects. We have also created a dedicated **Parent Forum** section on the academy's website, where we plan to publish agendas, minutes and news about the forum's work.

Please find attached an agenda for the upcoming meeting. If you have any additional items, please contact us on the details below. It would be great if you could come along to support this important work and meet other parents/carers, as well as Claudia Gwinnutt, Chair of the Local Advisory Body, Ruth Sacks representing the Board of Trustees and members of the senior leadership team.

I have also attached a copy of the Parent Forum Terms of Reference, which you can also access on our website.

If you would like to attend the meeting, please let us know by Monday 14th May so we can make the necessary refreshment arrangements. Please email parents@gsacademyshoreditch.org.uk or call the academy on 020 7920 7900. As the meeting is for parents/carers of our students, it would also be helpful if you could provide details of your child's Tutor group or Year group.

We look forward to seeing you on the 17th May.

Yours sincerely



Dr V Ogden
Interim CEO
Green Spring Academy Shoreditch

Encl: Agenda
Terms of Reference

Green Spring Academy Shoreditch

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**Parent Forum
Meeting Agenda**

Thursday 17th May 2018
5pm – 6pm

1. Welcome and introductions
2. Parent Forum Terms of Reference
3. Appointment of Executive Principal for GSAS
4. Update on plans to join Mulberry Schools Trust
5. Event during Summer of Arts, Culture and Learning Festival (SoLFest): Resilience training for parents/carers
6. Parent surgeries pilot – future termly sessions
7. Next meeting and suggesting future agenda items
8. AOB

Parent Forum Terms of Reference

The academy's Parent Forum aims to represent the views of all parents/carers and to be a voice to inform the academy of the needs of children and families. It will facilitate regular communication and consultation between parents/carers, staff and the Local Advisory Body. The forum works to provide feedback on school provision, to offer a parent's perspective on current policy and practice and to allow input into decision making and planning for the future.

General Terms

- 1) The group shall be known as the Parent Forum.
- 2) Only parents/carers of students currently attending Green Spring Academy Shoreditch can be members. All parents/carers are eligible and welcome and will be referred to in minutes and other documentation as parents/carers.
- 3) The group is not a committee of the Academy Trust and, as such, the Academy Trust does not propose to delegate any of their powers to the Parent Forum. The group is a working group formed under 3.6.1 of the Scheme of Delegation and its role is to be a voice to inform the Academy Trust Board and the Local Advisory Body of the parental viewpoint.
- 4) All parents/carers are welcome to attend any or all of the meetings during the year.
- 5) The Parent Forum will be facilitated by the academy. Contact with parents/carers will be by their preferred method, once they have attended a meeting. Additional reminders will be sent via text and/or letter posted on the academy website.
- 6) If parents/carers wish to suggest an agenda item please contact the Deputy Office Manager on 020 920 7971 or parents@gsacademyshoreditch.org.uk.

Main aims:

- Promote the partnership between the academy, its students and its parents/carers.
- Develop and engage in activities which support the education and welfare of students.
- Identify and represent the views of the parents/carers on matters affecting the education and welfare of students.

The Parent Forum objectives are as follows:

- providing a positive space to advise on parental views
- identifying and promoting opportunities
- consulting parents/carers
- providing parents/carers an opportunity to influence and contribute to the academy
- encouraging parental involvement in the academy
- encouraging parental networking

Scope

Specific feedback and suggestions for improvement of:

- communication
- new Initiatives
- curriculum updates
- parking and safe routes to school
- parents' events
- school trips and events
- catering
- after school clubs and enrichment activities
- views on academy policies when they are updated e.g. Behaviour/Homework

Out of Scope

Items relating to specific students, specific parents/carers or individual academy staff which should be discussed one to one with the relevant teacher, senior leader or Executive Principal as appropriate.

Membership

- There is no maximum number.
- Membership is open to all parents/carers and membership from all year groups is encouraged.
- Parents/carers are free to choose to attend any meeting.
- Academy staff with representation from the Senior Leadership Team.
- Local Advisory Body members.
- Other governance representation from time to time.

Meetings

At least one meeting will be held in each autumn, spring and summer term. The agenda is prepared in advance of the meeting and circulated in a whole school letter published on the academy website.

A typical agenda includes:

- Items identified by the Local Advisory Body and Senior Leadership Team for discussion.
- Items identified by parents/carers for discussion.

Minutes of the meetings will be taken and published.

Evaluation of the Parent Forum

It is important to ensure that the Parent Forum is working for the benefit of parents/carers and the academy. In order to do this, from time to time the Parent Forum will evaluate to what extent it is meeting its objectives, what benefits and impacts it is having and what might need to be improved or made more effective. The academy may wish to review the structure or remit of the Parent Forum depending on the outcome of the evaluation.

Evaluation against the Parent Forum objectives will take place using the following methods:

- at the conclusion of every meeting each attendee will be asked to complete a brief meeting evaluation
- annually evaluating the Parent Forum against the objectives

Parent Forum Ground Rules

Below are a set of ground rules by which the Parent Forum will conduct its meetings:

- Attendees will switch off their mobile phones whilst attending the meeting.
- We will stick to the agreed time frame for the meetings.
- One person will speak at a time.
- We will respect each other's opinions and agree to disagree at times.
- Contributions should be delivered in a positive and constructive manner, even when challenging or difficult issues are being discussed.