

Parent Representative Group

Memorandum of Understanding

1. Purpose

The Parent Representative Group exists to strengthen the partnership between home and school by providing a structured mechanism for communication, consultation and collaboration.

The group provides opportunities for parents and carers to:

- Share collective views and experiences.
- Contribute ideas that support school improvement.
- Develop understanding of school priorities and decision-making.
- Strengthen relationships between families and the school community.

The Parent Representative Group is advisory and consultative in nature. It does not hold decision-making powers and does not replace the role of school leaders, governors, trustees or statutory consultation processes.

2. Shared Principles

All members agree to:

- Place the best interests of children at the centre of discussions.
- Promote a positive and respectful relationship between parents and the school.
- Value different opinions and experiences.
- Maintain confidentiality where required.
- Work collaboratively and constructively.
- Support the school's vision, values and ethos.
- Not become involved in the operational aspect of school life.

3. Membership

The Parent Representative Group shall comprise:

One representative from each class or year group.

The Headteacher and/or designated senior leader.

Other staff members invited where relevant to agenda items.

A governor may attend periodically to strengthen communication between the governing board and parents.

- Representatives will normally serve for one academic year and may stand again in future years.
- Should a representative leave the school or be unable to continue, a replacement may be sought for the remainder of the term.
- There will be 1 meeting each half term.

4. The Role of Parent Representatives

Parent Representatives are expected to:

- Seek views from parents within their class or year group.
- Share common themes and constructive suggestions at meetings.
- Communicate agreed feedback and outcomes to their parent community.
- Encourage respectful dialogue between home and school.
- Act as ambassadors for positive partnership working.
- Representatives should seek to reflect the views of a range of parents rather than their own personal opinions.

5. Matters Appropriate for Discussion

The group may discuss matters such as:

- School communication.
- Curriculum information and parental engagement.
- School events.
- Attendance initiatives.
- OPAL and wider school development projects.
- Behaviour and wellbeing approaches at a strategic level.
- School policies under consultation.
- Parental engagement opportunities.
- Community issues affecting families.

6. Matters Not Appropriate for Discussion

The Parent Representative Group is not a forum for:

- Individual pupil matters.
- Individual staff concerns.
- Complaints about specific people.
- Admissions decisions.
- Personnel matters.
- Safeguarding concerns.
- Confidential information.
- Ongoing investigations.

Where such issues arise, representatives will be directed to the school's established policies and procedures.

7. Confidentiality

Members agree that:

- Information shared as confidential remains confidential.
- Individual families, children and staff will not be identified during discussions.
- Minutes will record themes, actions and outcomes but not attribute comments to individual participants.
- Representatives will comply with GDPR and data protection requirements.

8. Conduct and Communication

All members will:

- Speak respectfully.
- Listen to differing viewpoints.
- Challenge ideas rather than individuals.
- Avoid social media discussions that misrepresent or undermine the work of the group.
- Refrain from presenting personal opinions as the agreed view of the group.

The school reserves the right to withdraw membership where behaviour is inconsistent with these expectations.

9. Meetings

The group will:

- Meet at least once each half term.
- Have an agreed agenda circulated in advance.
- Keep discussions focused on agenda items.
- Record actions and key points.
- Publish a short summary for the wider parent community following each meeting.

Meetings should normally last no longer than 60–90 minutes.

10. Decision-Making

The Parent Representative Group does not make decisions on behalf of the school.

Its role is to:

- Provide feedback.
- Share perspectives.
- Suggest improvements.
- Contribute to consultation processes.

All operational decisions remain with school leaders and all strategic governance decisions remain with the Governing Board/Trust Board, as appropriate.

11. Review

The effectiveness of the Parent Representative Group and this Memorandum of Understanding will be reviewed annually by representatives and the school leadership team.

Statement of Commitment

By participating in the Parent Representative Group, members agree to uphold the principles, expectations and responsibilities outlined in this Memorandum of Understanding and to work in partnership for the benefit of all children at the school.

Signed:

Headteacher: _____

Parent Representative: _____

Date: _____