



**South Essex Academy Trust Parent Consultative Group
Terms of Reference
2018/19**

Membership: The PCG shall comprise of the Headteacher, Executive Headteacher/CEO and, where possible but not limited to, one parent from each class. In the event of a parent becoming a staff member with the South Essex Academy Trust, then their membership of the PCG shall cease with immediate effect. The total number of parent members shall not exceed the total number of classes within the school. A Director to attend at least one meeting a year.

Quorum: The Headteacher and or the Executive Headteacher/CEO, plus a minimum of three parents

Meetings: One per term with the Executive Headteacher/CEO, who will Chair the meetings, and the Headteacher

Purpose

The Directors of South Essex Academy Trust takes seriously the need to consult and engage with the Parent Body of each Academy through a range of opportunities including:

- *Regular Parent Satisfaction Surveys;*
- *Informal Coffee Mornings; and*
- *A Parent Consultative Group (PCG)*

The PCG is the voice of the parents and families of an Academy and provides a forum for parents to come together, share ideas, and put forward their views to the Board of Directors. It is intended to break down barriers, perceived or actual, between the school and parents who are less involved in the school, giving them the opportunity to contribute their views on issues which affect them and play their part in improving children's learning.

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- 1 Meetings are relatively formal with an Agenda provided in 7 days in advance by the Academy. If members of the PCG would like something included on the Agenda, it would need to be proposed at least 10 days in advance.
- 2 The PCG will have the opportunity to discuss a wide variety of matters affecting the educational experience of children in the Academy. These could include:
 - Development and discussion of policies, eg, healthy-eating, homework and school travel plans
 - Timing and arrangements for parents' evenings
 - Consultation a wide range of issues such as Academy uniform, the school day, provision of after-school clubs etc.
 - Support activities including trips, reading etc.
- 3 The Board of Directors will, when appropriate, ask questions of the PCG to ascertain views that will help them reach decisions.





- 4 The PCG will consider opportunities to help make sure that the celebration of staff, pupils and parents remains a priority for each academy, and to suggest the best way to do this. They will provide a link with the wider community so that the pupils maximise on local opportunities.
- 5 The PCG will have opportunity to feedback and make suggestions on communication with all stakeholders including with staff, pupils and parents, so that everyone feels part of Academy life and has the opportunity to access information and events.
- 6 The PCG will aim to have at least one representative parent from each class committed to attend each meeting for three years. Please note that as a representative a member is not expected to canvas for opinions but may choose bear in mind what they know from speaking with other parents. They are not required to report back to the parent body as notes of the meeting will be made available online.
- 7 The PCG may at the request of the Board of Directors and/or PCG invite additional parents and members of the wider community to their meetings.
- 8 A Director will attend at least one meeting a year to provide a more direct opportunity to engage with parents.
- 9 The PCG will make recommendations and provide their considered or diverse views (agreement by all members is not a requirement) to both the Academy and the Board of Directors who will report back on the decision they make and why. The PCG's role is consultative and advisory and the Board of Directors remains the decision-maker, providing strategic leadership.
- 10 The PCG is not the channel for individual complaints and issues. Concerns or complaints involving individual children, families or teachers will not be discussed. The Academy Complaints Policy sets out how to deal with such issues.
- 11 The PCG is not a replacement for the PTA but it would be beneficial if there was some collaboration. This might be by ensuring at least one representative is part of that group and that any suggestions arising from the meetings that could inform fundraising plans are taken forward.

Recruitment

- 1 To be considered for a position on the PCG parents should write to the Head of the Academy their child(ren) attend stating their name, the child's name and Class with a short paragraph describing why they would be suited for this role.
- 2 Choices will be made by the Head of the Academy by drawing submitted names from a hat. The position will be for between one to three years and the appointment process will be undertaken during the first half term of the academic year.
- 3 All parent members of the PCG to behave appropriately, and comply with the SEAT Governance Code of Conduct, a copy of which is to be supplied to each member upon joining the PCG. It is noted that members of the PCG are ambassadors of the schools they represent, and they must not in any way, including either verbally, or on social media, bring the school or Trust into disrepute.

Approved by the Board: 12 October 2018
To be reviewed: September 2019

