

Terms of Reference for Penk Valley Academy Trust School Forums

The board of trustees (the **Trust Board**) of Penk Valley Academy Trust (the **Academy Trust**) has established a School Forum in each of the Academies. These are their terms of reference.

Membership

Each Forum will comprise no fewer than five and no more than nine members.

- School Headteacher
- Two Parents (elected)
- One Staff (elected)
- Two Foundation (Church Schools only)
- Up to five Co-optees

The Forum will elect one of the members as its chair (the **Chair**).

Each Forum will be supported by a Trust Clerk.

Attendance

The Forum may ask the Chief Executive Officer and any other senior executive to attend meetings of the Forum by invitation, in order to provide information.

Voting

The quorum for each meeting shall be one half of the numbers of the Forum rounded up. Decisions of the Forum shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on an equality of votes.

Meetings

Each Forum shall meet termly on such dates as shall be determined by the Forum.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Forum and any other person invited or required to attend no fewer than five working days prior to the date of the meeting.

Minutes

The Trust Clerk will minute the proceedings and resolutions of each Forum and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

Minutes of each meeting will be sent to all members of the Forum and the Trust Board within ten working days of the meeting.

Authority

Each Forum is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Forum.

Duties

The duties of each Forum shall be:

Monitoring

- The School Improvement Plan
- Curriculum provision
- Pupil attendance and punctuality
- Pupil premium
- SEND provision
- RE and collective worship
- SMSC and PSHE
- Careers and information, advice and guidance (IAG) (Year 8-13)
- Pupil behaviour
- E-safety
- Pupil exclusions and appeals
- Sports premium
- Enrichment activities (clubs, visits)

Relationships and Marketing

- Parent communication
- Parental complaints
- Community relationships

Policies

- Establish and review school specific policies and procedures