

**THORNDOWN PRIMARY SCHOOL**

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16 January 2015

**Our Parent Forum  
Thursday 5<sup>th</sup> February 2015:7.30pm**

Dear Parents and Carers,

It is important to me and the Governing Body that parents are involved in school life. So I am delighted to inform you that we are setting up a Parent Forum. A Parent Forum is run by parents with the support of the school. It provides an excellent opportunity for parents to come together, share ideas and put forward their views on whole school issues such as homework, school lunches etc. The Forum will have an advisory and consultative role with me and a representative from the Governing Body always being present.

The Parent Forum will not a place for personal issues and concerns. Complaints involving individual pupils or families will not be discussed. If you have a personal issue please contact the school directly as we can deal with the issues much quicker for you and your child.

The Parent Forum will run every half term with an agenda decided upon by parents at the last meeting. Minutes will be circulated to all parents after each meeting, as every parent in the school is automatically a member and you can choose to come to any meeting that interests you. We aim to have at least one parent representing each class, to give a range of views across children's classes and year groups. Parents are encouraged to share information from the Parent Forum with parents of other children in their child's class.

Our first meeting will be held on Thursday 5<sup>th</sup> February at 7.30pm in the main school hall. This meeting will set up the Forum and decide upon future meeting focuses. The next meeting will be on Wednesday 25<sup>th</sup> February at 7.30pm where we propose we discuss school meals. I have put the next two agendas on the back of this letter.

If you have any questions please do not hesitate in contacting me and I can give you more information.

I am looking forward to meeting many more of you as we explore school issues together.

Yours sincerely,

Vicci Godbold

**Agenda 5<sup>th</sup> February 2015**  
**School Hall 7.30pm**

1.	Welcome and introductions
2.	Setting up the Parent Forum including the agreeing of Terms of Reference
3.	Election of Chair and Secretary
4.	Future points for discussion by the Parent Forum
5.	Any other business

**Agenda 25<sup>th</sup> February 2015**  
**School Hall 7.30pm**

1.	Apologies
2.	Matters arising from the last meeting
3.	Main discussion point- School meals
4.	Any other business