Broadhempston Primary School
School Life Group
Terms of Reference

Supporting the vision, values and development of our school

Background

Broadhempston Village Primary School is part of The Link Academy Trust and the school's Governing body is the Totnes Local Board. In addition to the Local Board, the school has formed a School Life Group (SLG) to promote partnership between the school, pupils, and parents. The SLG will be the forum for sharing, discussing and supporting the developments in school. It also provides an opportunity for parent views to be represented and discussed. The SLG will complement the PTFA and the Local Board.

Purpose of the School Life Group

The School Life Group will:

- support the Academy Head to help achieve the school's vision and Values and British Values
- provide a forum for sharing and discussion on matters relevant to the school offer and experience for the children
- through minutes and via the governor representative, communicate with the Totnes Local Board, PTFA, parents and the local community
- strengthen and develop engagement with the community and parents.

The School Life Group will not discuss the following matters:

- school policies and procedures relating to general curriculum issues & details
- Issues relating to individual children or staff
- individual complaints or grievances.

These issues should be referred directly by individual parents to the class teacher in the first instance or the Academy Head.

Membership of the committee

Role	**Person**
Academy Head	Karen Barlow
Chair	Nanya Coles
Staff representative – Senior Teacher	Emily Clements
PTFA representative	
Otter representative	Annabel White
Kingfisher representative	Nick Kirsop-Taylor

If a member acts in a way that is considered by other members to undermine the objectives of the group, their membership shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member by the Head.

Meetings of the committee

The School Life Group will meet 3-4 times per year and the meeting will be chaired by the Local Governing Board representative who will circulate minutes after the meeting for agreement.

A standing agenda and report from the Head will be circulated to members ahead of each meeting to allow parent representatives to read and ask related questions at the meeting. Parent representatives are expected to cascade the information to other parents and invite feedback, ideas and suggestions in advance of the meeting. Representatives are expected to attend each meeting or send their questions and any discussion topics to the Local Governing Board representative ahead of the meeting.

The standing agenda contains the following items:

1. Welcome and apologies
2. Approve minutes of last meeting
3. Matters arising from previous meeting
4. Update from the Trust
5. Report from the Head
6. LAC feedback
7. PTFA feedback
8. Parent representative feedback

Parent representatives are encouraged to fully participate in discussions and positively represent the views of their year groups. Each will have the opportunity to raise matters pertaining to their year groups under item 6 on the agenda so long as it falls within the scope of the School Life Group.

Meetings will be held at 3.40pm and last approximately 1 hour. Meetings will be calendared for the year ahead at the start of the academic year.