



1. Vision & Aims of the Parent Voice

CCS Parent Voice
Run by Parents - For Parents
Supported and valued by the Caroline Chisholm School Community

Caroline Chisholm School Parent Voice is an informal group of parents who are committed to making a positive difference to the experiences and outcomes for children and young people who attend the school.

- *Identifying and representing the views of parents and carers to the Governing Body on the education provided by the school and matters relating to the well-being of the children and young people who attend the school*
- *Engaging in activities which support the education and well-being of all students*
- *Involving parents and carers in decision making and fostering a culture of partnership and open communication between home and school*

2. The membership will be a minimum of 10 and a maximum of 18 parents / carers of children and young people attending Caroline Chisholm School. For a Parent Voice meeting to be quorate, 6 members / carers need to be present.
3. The Parent Voice will be selected for a period of 3 years, after which members may put themselves forward for re-selection if they wish. Any parents / carers of a child at the school can volunteer to be a member of the Parent Voice. In the event that the number of volunteers exceeds the number of places set out in the constitution, there will be an election. Anyone not selected to be a member of the Parent Voice may be offered the opportunity to be part of any sub-groups set up by the Parent Voice. A Parent Governor is automatically a member of the Parent Voice. A Governor who is a parent will aim to be in attendance at each Parent Voice meeting on a rotation basis.
4. The Parent Voice may invite members of staff, students and suitable external speakers to any meetings, according to the agenda, to assist it with carrying out its functions.
5. The Chair & Secretary of the Parent Voice will be agreed by the Parent Voice members immediately following its formation. Office holders will be selected by the Parent Voice members. Responsibility for the offices will be carried out on a rotation basis with each officer serving for the period of one school year starting from the AGM. In this way, the responsibility for the offices will be shared by the members of the Parent Voice.
6. Two Parent Voice members may be parents whose children have left the school, if agreed by the group. If this applies to more than two parents, the longest serving will leave the group.
7. The Parent Voice is accountable to the Governing Body of the school.
8. The Parent Voice will meet once in every school term. (There are 6 terms in each academic year). Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
9. Any two members of the Parent Voice can request that an additional meeting be held, and all members of the Parent Voice will be given at least one week's notice of date, time and place of the meeting.

10. The Annual Meeting will be held in Term 1 of each year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Voice and an open invitation will be extended to the entire Parent Community. Parents and carers of children joining the school in the Reception Year at CCS, parents of Year 6 children who are transferring to the school for Year 7 and parents of 6th Form students transferring to the school will be invited to this meeting.

11. If a Parent Voice member acts in a way that is considered by other members to undermine the vision and aims of the Parent Voice, their membership of the Parent Voice shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

12. Copies of the minutes of all meetings will be available on the school website to all parents and carers of children at Caroline School and to all staff. Copies will also be available from the Secretary of the Parent Voice and from the school office.

13. The Parent Voice may change its constitution after obtaining consent from members of the Parent Voice. The school Governing Body will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

September 2017