

Policy/Procedure Name:	Treloar's Parents' Association Terms of Reference V4
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Policy/Procedure Author:	Principal & Treloar Parents Association
Policy/Procedure Owner:	Principal
Management Committee Approved By:	SMT
Governor Committee (where appropriate) Approved By:	Not Applicable
For Action By:	Treloar Parents Association & SMT
For Information to:	All Parents, All Staff
Approval requested to upload on the Treloar Website:	Yes <input type="checkbox"/> (tick if requested)
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## **1. Terms of Reference**

Treloar Parents' Association (TPA) membership is automatic to all parents/carers of current Treloar's students. The TPA will elect/nominate a committee at their AGM with the following terms of reference.

- To provide a forum for communication between Parents/Carers and Managers/Staff at Treloars'.
- To support Treloar's through fundraising and other appropriate activities.
- To be the collective voice representing the wishes and concerns of parents/carers and ensuring they are known and understood by Treloar's.
- To act as Treloar's ambassadors and represent its interests both internally and externally.
- To be one of the ways through which Treloar's consults parents but not intended to replace other forms, e.g. parent surveys.
- To advise on issues to be referred to the Treloar's Quality Improvement Plan.
- Make recommendations in relation to developing policies, procedures, protocols etc. to Treloar's.
- Supporting new and prospective parents through the development of a peer support network.

The Committee will review its terms of reference and the impact of the TPA annually

## **2. Membership**

The TPA Committee will include:

- Six elected/nominated parents/carers with the aim for them to be drawn equally from both the school and the college, and to represent the diverse range of students (boarders, day students, verbal, AAC users, range of cognitive abilities and disabilities).
- Parent Governor nominated through the TPA Committee.
- The TPA Committee currently also invites a Link Governor to Committee Meetings and welcomes such involvement.

difficult to engage, and those responsible for Looked After Children.

## **3. TPA Management Liaison Committee**

The members of the TPA Committee will meet regularly with Treloar's Managers to discuss general, development and policy issues. They will refer complaints and compliments to the managers concerned as and when they are received.

Meetings will take place termly, and members of the Liaison Group will include:

- TPA Committee members
- Principal
- The Chair of the Governing Body will have an open invitation to meetings.
- Members of staff will be invited to meetings as appropriate.
- Any parent is welcome to attend meetings in addition to those named above

The Chair of the TPA will be a parent or carer of a current student elected and /or nominated at the AGM at the beginning of each academic year. The Principal or nominee will be the Vice-Chair of the liaison group.

A minutes secretary will be appointed from the TPA membership. The nominated Secretary will liaise with the TPA Chair and Liaison Group to draw up the agenda, take and circulate minutes and write a brief report of each meeting for communication to Parents' Newsletter.