

Policy/Procedure Name:	Treloar's Parents' Association Terms of Reference
Policy/Procedure Number:	SMT022
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Review by Date:	May 2022
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 checked="" type="checkbox"/> (tick if requested)
Date of Policy Equality Impact Assessment:	May 21
Impact Assessment was carried out by:	Head of Quality

1. Terms of Reference

Treloars Parents' Association (TPA) is not a voted Committee, but a Steering Group of parent volunteers who oversees the Association's role within Treloars. Membership is automatic to all parents/carers of current Treloar's School and College students.

The role of the Steering Group is to:

- Support prospective, new and existing parents through the development of a peer support network.
- Provide one of the pathways for communication between Parents/Carers and the Senior Management Team at Treloars'.
- Act as Treloar's ambassadors and represent its interests both internally and externally when required.
- Support Treloar's students through modest fundraising for their Residential House Christmas Party.

The Steering Group will review its terms of reference and its role through Parent consultation annually.

2. Membership

The TPA Steering Group ideally will include:

- Six volunteer parents/carers from both the school and college.
- Steering Group membership should be reviewed every two years with an opportunity to accept new members should a place become available.
- Parent Governor nominated through the TPA Steering Group

3. TPA Networking with Parent/Carers

The Steering Committee host a virtual meeting every half term via zoom. Meeting minutes are available on the TPA page of the Treloars' website and summaries included in the half termly newsletters. 'Parent Share' drop-in coffee mornings are hosted every Monday from 9.15 am till noon in the Jowett Centre. In addition, the Steering Group hosts lunch on the School's Parent's Day giving an opportunity to meet with others, to share and learn from their experiences.