

**QUEEN MARY'S SCHOOL
PARENT REPRESENTATIVES
TERMS OF REFERENCE**

The Parent Representatives help the headmaster make decisions about the day to day activities of the school, and help him explain the reasons for those decisions to the other parents. The Headmaster may tell them of matters that he is considering, or the Parent Reps may suggest one or more to him. The Parent Reps and the headmaster meet once each term; the agenda for each meeting will be issued by the headmaster, after consultation with the Parent Reps, in time to allow the Parent Reps to canvass views within their yeargroup. Each meeting should consider no more than two or three matters so that each can be considered in depth and take account of the feelings of the whole parent body. The final decision on each matter rests with the headmaster.

Each year nominates its own representative, by voting or by other means. A Parent Rep is not normally expected to serve for more than one year, but may if willing serve a second and subsequent years if no other parent is forthcoming.

If a parent has complaints about the school they should first take the matter up with their child's tutor, and then to the Headmaster. If he cannot answer their complaint satisfactorily they should take the complaint to the governors. The Parent Reps are not obliged to act as a focus for parental complaints. If Parent Reps are willing to intervene they should do so individually with the headmaster, so that meetings of the Parent Reps can concentrate on whole-school issues.