

# Terms of Reference for the Community and Parent Links Lead, West Hill Primary School

Agreed at meeting of full Governing Board: 23<sup>rd</sup> January 2019

Date of review: September 2019

## The Governing Board's responsibilities for teaching and learning:

The Governing Board has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement (Guide to the Law for School Governors). Every child matters and the Governing Board will want to ensure that in all its activities the school is enabling every child or young person to achieve his or her full potential and maximise his or her life chances, choices and opportunities.

### Best Value

Where possible and reasonable the Governing Board will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

### Decision or Recommendation

**D**= decision to be taken by the governor and reported to the full GB in the minutes

**R**= the lead governor to bring recommendation to a meeting of the full GB for a decision.

<b>Community and Parent links</b>	
<b>Lead governor:</b> Lee Jordan	
<b>Policies that are delegated to this governor:</b>	
<b>Complaints Procedure (Statutory)</b>	
<b>Data Protection Policy (Statutory)</b>	
<b>Freedom of Information Publication Scheme (Statutory)</b>	
<b>Statement of the School's Ethos and Values (Statutory)</b>	
<b>Home School Agreement (Statutory)</b>	
To assist the Headteacher in promoting good relationships and communication with parents and the community	D
In respect of the duties under Extended Services legislation, to ensure that the needs of stakeholders are monitored and responded to appropriately	R
To regularly receive updates on publicity and any related issues as required	D
To assist with establishing and overseeing the school's website and ensure that statutory information relating to the school is available on the school's website	D

To ensure a complaints procedure is in place and monitored	D
To ensure a home-school agreement is in place and monitored	D
To ensure the Governing Board's duties on pupil record keeping, disclosure of pupil information and pupil reports are fulfilled	D
To encourage wider networking with other schools in the Local Learning Community	D