



Parent Engagement Group

Terms of Reference

Purpose

The Parent Engagement Group (PEG) is a voluntary group of parents who work in partnership with the school to:

- Experience and observe day-to-day school life.
- Develop a clearer understanding of how the school operates and supports pupils.
- Champion the school within the wider parent community.
- Promote inclusion and representation across all parent groups.

The group exists to celebrate the school's work and to strengthen relationships between parents and the school community.

Insights shared by the group will provide a parental perspective on school life, helping the school understand how its work is experienced and how parental engagement can be further strengthened.

PEG will not advise on operational, curriculum, or staffing matters.

Focus

The group will:

- Take part in selected school activities (e.g. assemblies, reading sessions, lunchtimes, enrichment events).
- Observe and reflect on the school environment in a structured and inclusive way.
- Complete reflection forms following participation.
- Share experiences to help other parents understand and engage with school life.
- Offer general insights that support inclusive parental engagement strategies.

The group will not:

- Discuss individual pupils, staff, or incidents.
- Act as a forum for complaints or operational feedback.
- Replace existing mechanisms such as surveys, parent-teacher meetings or the formal complaints process.
- Influence day-to-day operational decisions.

Membership

- Members contribute as individuals with their own experiences, not as formal representatives of the parent body.
- Membership is open to parents and carers across the school and aims to reflect the diversity of the school community.
- The group will aim for a balance of year groups, backgrounds, and experiences.
- Membership is voluntary and reviewed annually.
- PEG works best when members are able to take part regularly. Therefore, members are encouraged to attend meetings and involvement activities wherever possible. If a member finds they are unable to participate over time, we may invite another parent to join so that the group remains active and balanced.

Meeting and Engagement Structure

- Members will be invited to attend specific activities or sessions, planned in advance with school leadership.
- Reflection forms with scaled responses and optional comments will be completed after participation.
- Insights will be collated and shared with senior leaders and the Governing Board as appropriate.
- A summary of learning may be shared with the wider parent community via newsletters or the school website.

Confidentiality and Conduct

- Members must maintain confidentiality where required.
- Feedback should be shared constructively and in a way that supports the school's values and reputation.
- Any significant concerns about individual matters must be raised through the school's formal communication or complaint processes.

Governance and Oversight

- The group will be overseen by a designated staff lead and supported by a governor lead.
- The group is advisory and non-decision-making.
- Activity and insights will contribute to the annual parental engagement review to the Governing Board.