



BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION
AND TRAINING BOARD

Kerry Education and Training Board (ETB) Parents Forum

A Forum for Kerry ETB Parents Councils'

Terms of Reference

Reviewed October 2018

Introduction:

These terms of reference provide a general guide to the conduct of the affairs of the Kerry Education and Training Board Parents' Councils' Forum. They will be reviewed at the initial meeting of each new Forum established following local elections.

Proposals to alter the terms of reference will be presented to the Board of Kerry Education and Training Board for approval.

The Forum may provide supplementary guidance for its own operation by the adoption of Standing Orders or other agreed procedural arrangements.

AIMS

- To enhance the quality of Kerry ETB schools and further education provision
- To improve communication between Kerry ETB as a primary, post primary school and further education and training provider and its client Parents and Guardians through regular consultation and participation in Kerry ETB decision making processes
- To provide Parents and Guardians of students attending Kerry ETB schools with a Forum at which to receive reports, to discuss issues and proposals and to formulate recommendations to Kerry ETB, executive and policy agencies.
- To raise the general awareness of Kerry ETB school based education provision among the people of Kerry.
- To provide a mechanism for the appointment of Parents Representatives for appointment to the Board of Kerry ETB under the provisions of the ETB Act 2013 in conjunction with the National Parents Council Post Primary (ETBs NPC).

COMPOSITION

The Forum will consist of 3 persons representative of each Kerry ETB school together with the elected Parent Representatives on the Board of Kerry Education and Training Board. It would be preferable that the representatives from each school could consist of at least one male and at least one female.

OPERATIONAL ARRANGEMENTS

MEMBERSHIP

- Each school Parents' Council will be requested to make arrangements for the selection of their representatives to the Kerry ETB Parents Forum.
- Each school Principal will be asked to facilitate this process.

The following general principles will apply:

- Nominated representatives must be willing to operate as members of the Forum.
- The consent of those being represented must be secured – by a ballot, or ‘convention’ or by another appropriate means.
- It will be the responsibility of each individual Parents Council to take responsibility for a non-attending member.

OPERATION

- The Forum will appoint a Chairperson, a Secretary and such other officers as it thinks appropriate, from among its members.
- Travel expenses at standard rates and general terms for Board of Management programmes will be payable to Forum members for attendance at meetings.
- Secretarial support for the operation of the Forum will be the responsibility of Kerry ETB, Corporate Support Services.
- A budget for the operation of the Forum shall be established.
- Each meeting will be attended by the CEO and/or Director of Schools and other Kerry ETB staff, including Principals & Teachers, as appropriate.
- The term of office of Forum members shall commence following elections to the Forum by each Kerry ETB School Council in the September following local elections and shall normally be for a period of five years. A school representative member ceases to be a member of the Forum once their child(ren) leaves the school.
- At the first meeting of the Forum each year the eligibility of members should be confirmed i.e. that they are a Parent of a current student in their school. Where vacancies arise, the Forum will ensure that a democratic process is put in place by the school to fill that vacancy.
- The inaugural meeting of The Parents Forum in the Autumn term (September) following local elections to Parents Councils shall include the following agenda items:
 - Election of Officers – Chair, Secretary, and other officers (taking eligibility for membership into account)
 - Review of the Terms of Reference of the Forum
 - Priorities for the Forum
 - Schedule of Meetings

- The Parents Forum will prepare an Annual Report each April. This will be distributed to the Kerry ETB Board and all Parents Councils. It will be available for each Parents Council AGM.
The Kerry ETB Parents Representatives will report to each Parents Forum Meeting. This will be a standing item on the Agenda for Forum Meetings.
- The Forum Members will report to their own Parents Council Meetings on the work of the Forum. This will be a standing item on the Agenda for Parents Council Meetings.

PROGRAMME OF WORK

- The Forum shall meet at least three times annually, autumn term, spring term and summer term meetings. Each meeting shall receive reports, discuss issues and proposals, and formulate recommendations to the Kerry ETB Board, the Kerry ETB Executive, and to other Kerry ETB agencies, as it deems appropriate.
- Policy recommendations on matters relating to the nature, quality and extent of school-based provision by Kerry ETB may be made by the Forum to the Kerry ETB Executive, to the Board or appropriate Sub-Committee or to Kerry ETB school Boards of Management. It is not envisaged that policy recommendations will be made to individual school boards, this being a matter for individual school Parents' Councils.
- The Forum will be formally consulted in the drafting of the five-year Strategy Statement for Kerry ETB and the annual Kerry ETB Service Plan.
- The Forum will receive regular reports from Kerry ETB Executive staff on Kerry ETB school-based programmes and proposals under consideration.

REVIEW

- *These Terms of Reference will be reviewed annually at the 1st meeting of the Forum following commencement of the new school year in October 2018.*

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