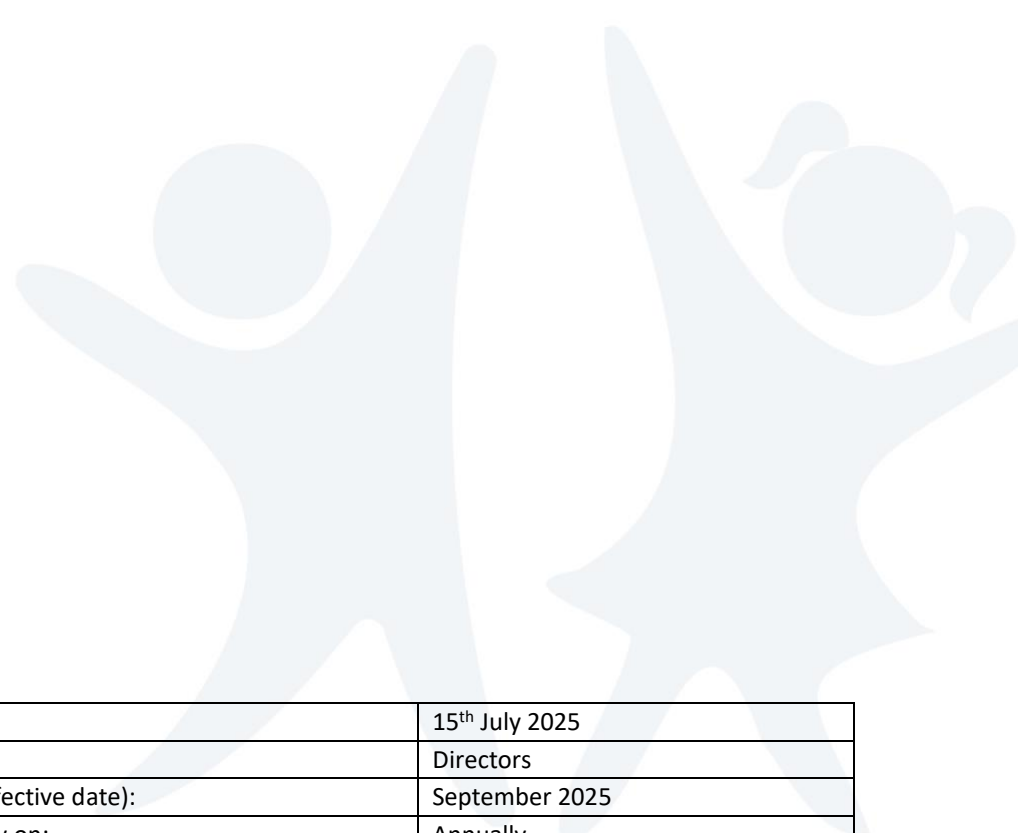


Terms of Reference: Parent and Community Advisory Forums (PCAFs) 2025-26



Date approved:	15 th July 2025
Approved by:	Directors
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This policy is scheduled for review on:	Annually

Contents

Terms of Reference Statement.....	3
Scope.....	3
Aims & Principles	3
Membership.....	4
Term of office.....	4
Disqualification, resignation and removal	5
Code of Conduct	5
Chair/Lead.....	5
Meetings	6
Panel pool	6
Evaluation of the PCAF.....	6
Publishing information.....	7
Advisory Nature	7
Training and Induction	7
Digital and Hybrid Participation.....	7
Safeguarding Responsibilities	7
Conflict Resolution Mechanism	7
Accessibility and Inclusion	8
Annual Impact Report	8

Terms of Reference Statement

This document outlines Manor Multi Academy Trust's ('we' / 'our' / 'us') expectations of our PCAF representatives ('you') in relation to your role remit, meetings and conduct.

We are committed to equality and value diversity. As such we are committed to fulfilling our Public Sector Equality Duty (Equality Duty) obligations and expect you to share this commitment.

This document should also be applied in accordance with our Articles of Association, available on GovernorHub and the MAT website.

Scope

This document applies to all PCAF representatives.

Aims & Principles

The aims of the PCAF are to:

- Learn about your school community and parental perspectives, context and history
- Raise awareness of the views of our parent and local community
- Be a voice to inform your School and us of the needs of children and families
- Consult on changes, such as projects, policy proposals and local issues in your school community
- Explore views on specific concerns or issues
- Triangulate parent, community, staff & Directors' viewpoints
- Gain support for school/Trust projects or goals
- Monitor your School's reputation within your local community and alert our Directors of any potential concerns
- **Church schools only:** ensure we protect and uphold the Christian distinctiveness of your School

NB our Directors do not propose to delegate any of their decision-making powers to the PCAF. The role of the group is to be a voice to inform your Headteacher/Head of School and our Directors of the parental and community viewpoint, and whilst the group may influence the decisions of leaders, you will not yourselves have any delegated authority.

Membership

1. CORE GROUP

[to be registered on DfE Get Information About Schools (GIAS)]:

Category	Number
Headteacher (HT) / Head of School (HOS)	1
Parents / carers*	At least 2 via election
Community	Up to 6 formally appointed by Directors Includes the Support and Challenge Advocate
Foundation (church schools only)	Up to 25% formally appointed by the Diocese

*As per the DfE definition of a “parent”: [parental responsibility - GOV.UK](https://www.gov.uk/guidance/parental-responsibility)

Directors will decide whether or not to fill vacancies, depending on the needs and priorities of the School. Every effort will be made to fill elected parent vacancies.

Individuals who work at the school may also serve as a parent or community representative.

2. ADDITIONAL

[not registered on GIAS]:

No minimum/maximum number of additional temporary invitees who may join meetings as/when required – for example, to fulfil a particular skills gap and/or advise on key priorities for a specified period of time. Invited by any of the following:

- Headteacher/Head of School
- Chief Executives
- Support and Challenge Advocate
- Directors

Term of office

Core PCAF representatives’ terms of office **except Diocesan representatives** will be **2 years**.
 Diocesan representatives’ terms of office will be **4 years**.

Other invitees will join/leave the PCAF on a case-by-case basis, usually determined by the HT.

A person elected as a parent representative will cease to hold office in that position once their child(ren) have left the school. This is in order to ensure that at least two current parents of children in school form part of the overall membership. However, former parent representatives can remain on the PCAF, either as representatives Appointed by the Trust or as other people invited to PCAF meetings by the HT.

Disqualification, resignation and removal

A person is disqualified from being a representative on the PCAF if they meet any of the criteria detailed in the Trust's Articles 68-80. A full copy of our Articles is available on the [MAT website](#) and on [GovernorHub](#).

Code of Conduct

PCAF representatives will:

- Act as the local ambassadors for our Trust
- Champion the voices of our school community and stakeholders
- Establish effective working relationships with Directors
- Show respect to all members of this forum, by listening to and respecting a diverse range of opinions
- Stick to agreed timescales for discussion of topics
- Maintain confidentiality by not mentioning the names of individual members of the community
- Avoid discussing individual circumstances or grievances. These issues will be directed via the Trust's complaint's procedure instead
- Not discuss an issue affecting an individual child; such issues should be discussed directly with the School outside this Forum
- Ensure phones are switched to Silent/Off during the meeting
- Ensure contributions are delivered in a positive and constructive manner, even when challenging or difficult issues are being discussed

Any instances of alleged misconduct will be considered by our Directors, who reserve the right to remove any PCAF representatives who are not aligned to our values.

Chair/Lead

Information will be presented to the PCAF meeting by the Headteacher. For academic year 2025-26, we are introducing a PCAF Lead role within the membership; this nominated individual will be asked to join a PCAF Lead meeting on a termly basis in order to consider key themes across the Trust. A role descriptor for this position is in development and will be shared once arrangements have been finalised.

The person reflected as "Chair of Governors" on GIAS will be the Chair of the Trust. The Board of Directors remain accountable for the overall governance of our Trust and our schools.

Meetings

Meetings will be held once a term at a time to suit the majority of PCAF representatives. Anyone unable to attend should contact the HT/HOS (via the school) or the Governance Professional (governanceprofessional@manormat.co.uk) at least 48 hours in advance of the meeting where possible.

We will set the discussion topic(s) for each meeting based on identified priorities and local context, some of which may be obtained via online surveys to the full parent/pupil/staff community. Feedback from meetings may also inform future agendas.

Meetings should be concluded within 1.5 hours.

A brief record of key discussion points and recommendations during meetings will be recorded by the HT/HOS, in a format which can be easily shared with the school community. The record is intended to be accessible to a wide range of audiences and will be less formal than – for example – Directors' minutes.

As at July 2025, we are exploring the potential of utilising AI for taking notes of PCAF meetings, with advice to be provided by our Head of ICT before trial and implementation. You will be notified if this is introduced and consent from all PCAF representatives present at a meeting will be required before potential use.

Panel pool

Non-staff representatives on the PCAF will have the opportunity to join our pool of volunteers willing to sit on relevant panel meetings for any school in the Trust, for example:

- Complaints
- Pupil discipline
- Staff absence hearings

In order to join the pool, representatives **must** have undertaken relevant training and/or experience in panel work (to be provided by us at no cost to you).

Panel pool representatives are required to declare any conflicts of interest to our Governance Professional and must **not** sit on a panel if they have a conflict in line with our Conflicts of Interest Policy. *If in doubt, declare it.*

Evaluation of the PCAF

It is important to ensure that the Forum is working for the benefit of parents/carers and the School/Trust. In order to do this, from time to time the Forum will evaluate to what extent it is meeting its aims, what benefits and impact it is having and what might need to be improved or made more effective. Our Directors may wish to review the structure or remit of the Forum or general local governance arrangements depending on the outcome of the evaluation.

Publishing information

Core PCAF representatives agree that the following information will be published on the school website without unnecessary delay:

- Name
- Category (e.g. Parent/Appointed/Foundation Rep)
- Term of office
- Appointment date
- Attendance record for the last 12 months

Please see our Privacy Statement (Governance roles) for further information.

In addition, all representatives will be required to declare any conflicts of interest (or confirm they have nothing to declare) on an annual basis (at minimum). All representatives will be asked to regularly review their declarations of interest and update if circumstances change. This will be monitored centrally by the Trust.

Advisory Nature

The Parent and Community Advisory Forum (PCAF) serves in an advisory capacity. While the forum provides valuable consultation and feedback, it does not possess delegated authority for governance or decision-making.

Training and Induction

All new representatives will receive induction and ongoing training to support their role in the forum. This ensures that members are well-equipped to contribute effectively.

Digital and Hybrid Participation

To improve accessibility and inclusivity, the forum will offer options for virtual or hybrid attendance at meetings. This allows members to participate remotely if needed.

Safeguarding Responsibilities

All representatives must uphold safeguarding principles and report any concerns in line with Trust policy. This reinforces the forum's commitment to the safety and well-being of the community.

Conflict Resolution Mechanism

A process for raising and resolving internal concerns or conflicts constructively will be established. This ensures that any disputes within the forum are addressed in a fair and transparent manner.

Accessibility and Inclusion

Reasonable adjustments will be made to support participation from all community members, including those with disabilities or language barriers. This commitment ensures that the forum is inclusive and accessible to everyone.

Impact Reporting

The Trust will produce a termly summary of school activities in order to demonstrate the impact of PCAF discussions, which will be shared with the wider school community and Directors via a “You said, we did” newsletter. Impact will also be referenced in our annual governance statement.

