Bishop Perrin CoE Primary School

Parent and Carer Racial Justice Working Party

Terms of Reference

1. Purpose

- The Working Party exists to foster an inclusive, anti-racist school community where every pupil and family feels safe, valued, and represented. Working in partnership with school leadership, the group aims to:
    - Listen to parent and carer perspectives on race and its role in inclusion and belonging across the school
    - Review and suggest improvements to curriculum and teaching; school culture and environment; staff and leadership; school community
    - Support whole-school initiatives, events, and resources that celebrate diversity and tackle racism

2. Scope & Remit

- **Advisory Role:** The Working Party is a consultative forum. It generates ideas, feedback, and recommendations for consideration by the Headteacher, Senior Leadership Team (SLT), and Governing Board.
- **Out of Scope:** The group does not investigate individual complaints, disciplinary issues, or staffing matters. Specific incidents involving pupils or staff must be raised directly through the school's formal reporting or complaints procedures.

3. Membership & Roles

- Membership: Open to all parents and carers of pupils currently attending Bishop Perrin CoE Primary School, aiming to reflect the full diversity of the school community.
- School Representation: The Headteacher (or a nominated SLT representative) attends to provide context, share school priorities, and take forward agreed actions.
- The Headteacher (or a nominated SLT representative) is responsible for setting agendas, facilitating meetings, and ensuring ground rules are upheld.
- Note-Taker: rotated among members to record key themes and action points.

4. Meetings & Ways of Working

- Frequency: Once per term, max. 90 minutes.
- Agendas: Circulated at least 5 days in advance, with items proposed jointly by parents and the Headteacher.
- Ground Rules: All members agree to protect pupil and staff privacy (no naming individuals), speak from personal experience, challenge ideas constructively, and share speaking time fairly.

5. Confidentiality, Safeguarding & Accountability

- Confidentiality: Personal reflections shared in meetings remain confidential to the group. Only anonymised summaries and agreed action points are shared more widely.
- Safeguarding: In line with statutory UK safeguarding duties (Keeping Children Safe in Education), the Headteacher must act on any disclosure that suggests a child may be at risk of harm.
- Reporting & Feedback: An agreed summary of discussions and recommendations will be shared with the wider parent community via school newsletter / website and presented to the Governing Body each term.

6. Review

These Terms of Reference will be reviewed annually in the Autumn term by the Working Party and the Headteacher.

Agreed on: 20th November 2026

Next Review: 29th January 2026 (then reviewed annually)