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Portsmouth Parent Voice

The Frank Sorrell Centre

Prince Albert Road

Southsea PO4 9HR

**Parent Rep Terms of Reference**

Thank you for agreeing to be a Parent Representative for Portsmouth Parent Voice. This is an agreement between you and Portsmouth Parent Voice, setting out the guidelines for being a Parent Representative.

I, *(insert name)*……………………………………… would like to represent Portsmouth Parent Voice as Parent Representative.

As a Parent Carer Forum, we are asked to contribute to many activities related to SEN and disabilities locally and nationally. PPV gather feedback, attend meetings, and help to shape and improve services which is where we need your help.

**Your role:**

* Attend meetings or events which relate to SEN/Disabilities, with another member of Portsmouth Parent Voice for support and guidance.
* Take notes and provide feedback to the steering group about meetings you attend.
* Reach out to your local groups to engage with families and promote PPV.
* Respond to communication from PPV Manager / Vice Chair.
* Support Portsmouth Parent Voice with events, training, and coffee mornings.
* Engage and share PPV social media activity.

**Portsmouth Parent Voice agrees to:**

* PPV will support you in this role and provide training and personal development to help you fulfil your role.
* PPV will pay your expenses for the work that you do, in the form of mileage/bus fair to attend meetings and will pay other relevant expenses, within a timely manner of being submitted; provided expense forms are properly completed with receipts attached.
* PPV staff will support you with regard to your personal circumstances and ensure that you are not asked to do more than you can manage at any one time (recognising that if your personal circumstances make it difficult for you to continue as an Parent Representative, you can take a leave of absence or resign from this role which needs to be submitted in writing/email).
* Provide a link to additional support from Contact and Confidential Care (CIC).

**I agree to:**

* Consent to a DBS check.
* Attend 6 steering group meetings a year or send apologies.
* Keep PPV Manager informed of any changes in your circumstances which may impact your ability to fulfil your role.
* Always represent Portsmouth Parent Voice and parent carers courteously.
* Abide by the aims and ethos of the PPV, and its policies and procedures (as defined on the website)
* Keep in mind that I am representing all Portsmouth families of children & young people with additional needs, whilst drawing on my own experience
* Not use my position within PPV as a platform to fight any personal battles.
* Treat the information I gain from Portsmouth Parent Voice matters as confidential, as defined by Portsmouth Parent Voice’s confidentiality policy
* Complete expenses by the 15th of the month so that PPV can stay up to date with finances.
* I understand that if I fail to attend at least 3 steering group meetings within the year without communicating with the PPV manager/chair I run the risk of being removed from the PPV data base and as a member of the steering group.

Signed *on behalf of Portsmouth Parent Voice:* ……………………………………………

Date: ...…………………………………………………………………………………………

Signed *[parent carer]:.*……………………………………………………………………...

Date: ……………………………………………………….…………………………………..

Tel: ……………………………………………………………………………………..………

Email: ………………………………………………………………….………………………