



## Parent/Carer Representation Scheme

**Last approved: October 2024**

**Approved by: Quality Committee (Chairs Action)**

**Next review due: October 2026**

**Purpose:**

The BN1 Arts Representation Scheme is open and accessible to all parents and carers of students currently registered on a Further Education course at BN1 Arts.

The College's Quality Cycle ensures that feedback from students, parents and staff is included in termly monitoring. Parent surveys are set on a termly basis. The College Management Team collates the resulting data and responds to it at the Academic Quality Committee. Parents are also able to provide feedback through BN1 Arts Parent/Carer Representatives.

Parent/Carer Representatives meet each term at Parent Representation Forums (PRF). In addition, they may be invited to attend other key group-wide academic committees, which also meet termly, and include:

- Academic Quality Committee
- Further Education College Management Team
- Equality, Diversity & Inclusivity Committee

**Parent Representatives are asked to comment on:**

- Curriculum & Assessment
- Estates & Resources
- Pastoral Support and Safeguarding
- CEIAG
- Events, Guests and Masterclasses
- The student experience and learner journey
- The Parent/Carer experience

Parent/Carer Representation Forums are a good opportunity for Parent/Carer Representatives to pass on and discuss feedback gathered from other parent/carers. They also provide the College with opportunities to feed information back to families.

## **Appointment Process:**

- Parents and Carers are invited to put themselves forward to be a representative in Term 1
- Candidates are asked to make themselves known to the College Principal early in Term 1
- Candidates can contact BN1 Arts in Term 1 to discuss the role and ask any questions they may have
- BN1 Arts FE College Principal will invite 2 Parent/Carers to represent each cohort (MT, Dance, Acting, Music Production, Music Performance & Songwriting) ahead of term 1 Parent Rep meeting.
- Parents/Carers will be selected for the role based on ensuring a diverse representation, and availability to commit to meetings. It is not mandatory to attend every meeting, however it is beneficial to the forum if parents and carers can commit to at least 2 meetings per academic year.
- Parent Representatives normally serve for one calendar year, however there is no limit to attending a second year if appropriate at the discretion of the College Principal.

## **Benefits of the Parent/Carer Representation Scheme**

Parent/Carer Representatives enable a useful and effective communication link between the FE Team and BN1 Arts families. They provide helpful feedback to staff on courses, raise concerns in a constructive manner, give feedback to other parents and carers on why particular decisions are made, and can help to pre-empt concerns becoming serious issues. BN1 Arts is a community organisation, we want our learners and families to be at the core of our College, helping to inform our direction and how we can best serve the young creative talent in our community.

## **What is the role of a Parent/Carer Representative?**

Parent/Carer Representatives at the College are expected to consult with other parents and carers to find out their opinions on any BN1 Arts FE College matters. The representatives attend termly meetings where gathered information can be shared. Parent/Carer representatives will also be

consulted and involved in working towards positive resolution of issues and future planning. Parent/Carer representatives may also be invited to represent the views of parents/carers at other BN1 Arts committees such as the Academic Quality Committee and the Equality, Diversity and Inclusivity committee.

### **Resolution of complaints procedure for Representatives:**

If a complaint or concern (by other parents/carers, students, Reps or College staff) is raised about a Rep's ability to fulfill their duties, the complainant should contact the College Principal as soon as possible.

BN1 Arts reserve the right to withdraw Parent/Carer representation at the discretion of the Senior Leadership Team.

If a complaint or concern (by other parents/carers, students, Reps or College staff) is raised about a member of the BN1 Arts FE Team's involvement in the representation scheme, the complainant should contact the College Principal, or member of the Senior Leadership Team as soon as possible.

BN1 Arts reserves the right to withdraw Parent/Carer representation at any time at the discretion of the Senior Leadership Team

### **Parent/Carer Rep Forum Membership:**

Chair: SLT Member (CEO, COO, Academic Director)

Deputy Chair: FE College Principal

Secretary: FE Administrator

Members: 2 Parent/Carers to represent each cohort (MT, Dance, Acting, Music Production, Music Performance & Songwriting)

### **Parent/Carer Rep Forum Terms of Reference**

- Elicit, discuss and respond to parent/carers feedback from Parent/Carer Representatives regarding the quality of course provision and other aspects of the student experience at BN1 Arts.
- Advise upon aspects of the operations of the parent/carers representation system as appropriate.
- Report key issues of parent/carers feedback
- Report directly to AQC and EDI committees