**Code of Conduct**

**Introduction**

This Code of Conduct binds both committee and non-committee members of the Parents, Teachers and Friends Association (“the PTFA”) of Warnham C.E. Primary School.

These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document.

In order for the PTA to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the PTA.

**General**

* All members must always act in a way which maintains and protects the ethos of Warnham C.E. Primary School.
* All members work as volunteers and for no personal gain; all decisions are made as a group in the best interests of the school and its pupils.
* The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee may from time to time consult with the wider membership; however, the committee’s decision is final.
* All members have the right to be heard and to communicate. They have the responsibility to listen and respect the ideas of others and to communicate calmly, clearly and responsibly. This responsibility includes communication via any technology including social media and email.
* All members should bring a fair and open-minded view to all discussions and should ensure that all decisions made are in the PTFA and school’s best interests
* All members have the responsibility to respect school property and the property of other members.
* All members must respect confidential information or material (relating to children, parents, carers, staff, etc.) provided to PTFA members all of which must remain confidential.
* The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
* All members must respect the School and personal property.
* All paperwork and assets relating to the PTFA are the property of the PTFA, and not that of the individual. When leaving the PTFA a member should return any relevant paperwork or assets to the PTFA Committee.
* Any items emailed through to the PTFA email address may not be answered immediately. All committee members work on behalf of the PTFA on a voluntary basis, in their free time and may not be able to address issues straight away. Any query raised will need to be discussed by the committee and, if necessary, will be added to their next meeting agenda.

**Meetings**

* All members are encouraged to make relevant and positive contributions to meetings they attend.
* Generally, two meetings will be held each term, of which a member is encouraged to attend at least one in order to ensure an understanding of the term’s targets and achievements. If attendance is proving problematic, the member should discuss this with the Chair.
* Members unable to attend specific meetings should send apologies in advance to the PTFA Secretary and will, whenever possible, ensure they have read and understood any supporting documents and give their opinions to the Chair and Secretary in advance of the meeting.
* Only agenda items will be discussed during PTFA meetings. If you have a PTFA related issue that you would like to speak about that is not on the agenda, please submit it to the Secretary via email at least five days prior to the meeting in order that the item can be included.
* Any Committee member who does not attend meetings for two consecutive terms and has not sent apologies, it will be assumed that they wish to receive non-committee information communication only. Parents can re-join the committee at any time.

**Behaviour**

* The PTFA will never tolerate violence or abuse towards another member. This may include behaviour or language (verbal, non-verbal or written) that may cause a member to feel afraid, threatened or abused; and includes threats, personal verbal abuse, derogatory remarks and rudeness. This list is not exhaustive.
* All members will respect the decisions of the committee even if that decision is at odds with their own view.
* During meetings there will be no personal attacks, including intimidating body language and facial expressions. It is not acceptable to undermine the contribution of others.
* Any member whose behaviour is unacceptable, does not meet with the Code of Conduct or are deemed to be preventing other parents from participating in the PTFA due to their behaviour will be investigated which could result in them being asked to permanently remove themselves from the association by the head teacher.
* All members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/guardians, is confined to the meeting, attended only by elected committee members. Names will be blacked out of the meeting minutes, if necessary.

**Consequence and resolution**

* As PTFA members, we all have the responsibility to behave appropriately, treat all members with respect and dignity, and make positive contributions to discussions. Members should listen with courtesy and respect the views of others.
* Should a PTFA Member disregard any part of the above code of conduct, the PTFA Chair and / or head teacher have the right to investigate such concerns. Should any concern regard the Chair, then it should be referred directly to the Headteacher.
* All concerns and investigations will be treated in confidence; however, a right of reply will be given to any member involved before any action is taken. In the first instance any concerns should be resolved informally. Where this cannot be done or where concerns continue then the PTFA Chair and /or head teacher should call a formal meeting with the members involved to discuss matters further.
* Investigations into member’s behaviour may result in PTFA committee membership being terminated. Where required termination of involvement will be decided by the head teacher and then confirmed in writing to the member. The committee will then be informed of any decisions.

I confirm that I have read and agree to be bound by the above Code of Conduct whilst acting as a committee member for the Parents, Teachers and Friends Association of Warnham C.E. Primary School. I understand that, if I am found to have disregarded any part of this Code of Conduct, my committee membership may be terminated.

Signed: Dated: