



Code of Conduct

Introduction

This Code of Conduct binds both committee and non-committee members of Farnborough Primary School PTA.

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.

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.

The Code

- Any parent or guardian of a pupil attending Farnborough Primary School and all members of school staff are deemed to be members of the PTA, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of the PTA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PTA and the school.
- All members will be encouraged to make relevant and positive contributions to meetings they attend.
- All members have the right to be heard and must respect each other's opinions.
- All members have the right to communicate together responsibly. They have the responsibility to listen and respect the ideas of others and to communicate calmly, clearly and responsibly. This responsibility includes communication via social media. Any matters relating to the school, should be directed to the school office.
- 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 and not to be shared on social media.

- 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 members have a Duty of Care to keep themselves and any PTA function attendees safe. Any safety concerns must be raised immediately with the senior member of staff attending the PTA function.
- Any members attending a PTA function with their children are expected to assume responsibility for their children's behaviour and safety.
- All paperwork and assets relating to the PTA are the property of the PTA, and not that of the individual. When leaving the PTA a member should return any relevant paperwork or assets to the PTA Committee.

Consequences

Should it be deemed by the committee that any member has disregarded this code or their actions have brought the PTA or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a PTA member or PTA committee member is stated in the constitution.