

Friends of Glebe Code of Conduct

Introduction

This Code of Conduct binds both committee and non-committee members of The Friends of Glebe primary school Parent Teachers Association.

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 acting in association with the PTA.

Members Rights and Responsibilities

Any parent or guardian of a pupil attending Glebe 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 members work as volunteers and for no personal gain. Genuine PTA expenses will be reimbursed subject to a valid receipt and approval.
- 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 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.
- All Members have the right to expect that their person and possessions are safe and secure. They also have the responsibility to respect school property and the property of other members.
- All members must respect the privacy of school staff, children and that of other members as they carry out PTA activities.
- All members should respect and work within school policies as published on the school website.
- All members will respect the decisions of the committee even if that decision is at odds with their own decision.

- 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.
- 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.
- Active members involved in events are asked to ensure the safety of children as a priority and retain an appropriate level of confidentiality i.e. we don't talk about other people's children or their behaviour.

Consequence and Resolution

All members are entitled to raise concerns about safety or an individual's behaviour in relation to PTA activities. Address your complaint to a Trustee Member of the PTA committee who will discuss your concerns and respond in line with the constitution. Any complaints or concerns will be treated in confidence. A right of reply will be given before any action is taken.

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.

Communication

All members have the right to communicate together responsibly. The main PTA communication will be via the PTA What's App groups, including to communicate reminders and prompts. Emails will be used as needed via the email friendsofglebe@outlook.com. Any matters relating to the school, should be directed to the school office. Any items emailed through to the PTA email address may not be answered immediately. All committee members work on behalf of the PTA 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.

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.

Agreed and signed by: