

CODE OF CONDUCT

Name of group	Knightsridge Primary School
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This Code of Conduct is to help PC/PTA office bearers and committee members understand their roles.

<p>Members should</p>	<ul style="list-style-type: none"> • support the ethos and values of the Parent Council/PTA committee and make it a welcoming group for all parents/carers, co-opted members and guests • be aware of equality and fairness • feel like their work makes a difference to the school community • treat everyone as an equal and always be respectful towards each other • ensure guests leave meetings with a positive view of the Parent Council/PTA and what it is trying to achieve • respect and keep to the decisions made at Parent Council or PTA meetings • be involved and help out wherever possible • work with the utmost integrity, especially when dealing with financial matters • understand that all PC/PTA committee members are responsible for Parent Council/PTA funds • declare any conflict of interest (for example, if someone is a teacher) and avoid situations which could cause improper conduct • comply with the demands of external regulatory bodies, for example OSCR for those groups that have charitable status • be aware only members of the Parent Council/PTA committee have a right to vote at PC/PTA committee meetings. • be supportive of one another, understand that PC and PTA committee members are volunteers and may need an induction, introductory meeting or support to understand their role and the work of the parent group • understand that the Parent Council's role in legislation is to try to represent the interests of all parents/carers to the school and the local authority, help the school community work together, and supporting learning and school improvement.
<p>Members should not</p>	<ul style="list-style-type: none"> • undermine the decisions made at the Parent Council/PTA committee by expressing opposing views out with meetings • discuss personal issues relating to children, parents or school staff • post content on social media that is negative or abusive towards the school or anyone in the school and local community • speak with the media on behalf of the Parent Council/PTA without prior agreement.

Meetings	<ul style="list-style-type: none"> • everyone should be given a chance to speak and to be heard, directed by the Chair • members should contribute constructively at meetings • each contribution should be valued and respected • decisions will be made in the best interests of the whole school community • if a vote is required, members of the Parent Council/PTA committee will get a vote and decisions will be made on a majority basis (with the Chair having the casting vote, if necessary); the result should be respected by all Parent Council/PTA committee members.
Review	This policy will be reviewed every 5 years to ensure it remains up-to-date and relevant.
Declaration	<p>I confirm I have read and understood Knightsridge Primary School’s Code of Conduct and will act in accordance to it. I understand that if I act in a way considered to undermine the objectives of the Parent Council/PTA, my membership shall cease if the majority of parent members agree. This will be confirmed in writing by the Chair/other office bearer. I will have a right of appeal to the Chair/other office bearer whose decision will be final</p> <p>I am connected with this group in my capacity as a</p> <p>Member of the PC committee <input type="checkbox"/></p> <p>Signature: _____</p> <p>Print name: _____</p> <p>Date: _____</p>

You are welcome to use this template. However, if you do, please acknowledge Connect. We welcome your comments and feedback.

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