



# Simpson Primary School and Nursery Class Code of Conduct

This code of conduct is to help office bearers and committee understand their role as a Parent Council member

<b>Members should</b>	<ul style="list-style-type: none"><li>• Support the ethos and values of the Parent Council and make it a welcoming place for all parents / carers, co-opted members and guests</li><li>• Be aware of equality and fairness</li><li>• Feel like their work makes a difference to the school community</li><li>• Treat everyone as an equal and always be respectful towards each other</li><li>• Ensure guests leave meetings with a positive view of the Parent Council and what it is trying to achieve</li><li>• Respect and adhere to the decisions of the Parent Council</li><li>• Be involved and help out wherever possible</li><li>• Work with the utmost integrity, specifically in dealing with financial matters</li><li>• Declare any conflict of interest and avoid situations which could cause improper conduct</li><li>• Comply with the demands of external regulatory bodies</li><li>• Be aware only members of the Parent Council have a right to vote</li></ul>
<b>Members should not</b>	<ul style="list-style-type: none"><li>• Undermine the decision-making of the Parent Council by expressing opposing views outwith meetings.</li><li>• Discuss personal issues relating to children, parents or school staff</li><li>• Post content on social media that is negative or abusive towards the school or its community</li><li>• Discuss issues with the media without prior agreement</li></ul>
<b>Parent Council meetings</b>	<ul style="list-style-type: none"><li>• Time should be used effectively</li><li>• Everyone should be given a chance to speak and to be heard, directed by the Chair</li><li>• All speakers should address the Chair</li><li>• Members should contribute constructively at meetings</li><li>• Each contribution should be valued and respected</li><li>• No member of Parent Forum/guests should leave feeling belittled or excluded</li><li>• Decisions will be made in the best interests of the whole school community</li><li>• If a vote is needed, everyone on the Parent Council will get a vote and decisions will be</li></ul>

	made on a majority basis (with the Chair having the casting vote, if necessary); the result should be respected by all Parent Council members
<b>Review</b>	This policy will be reviewed every year to ensure it remains up-to-date and relevant
<b>Declaration</b>	<p>I confirm I have read and understood Simpson Primary and Nursery Class Parent Council'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, my membership shall cease if the majority of parent members agree. This will be confirmed in writing by the Chair/other office bearer.</p> <p>I am connected with this organization in my capacity as a</p> <p style="padding-left: 40px;">Member of the committee Volunteer Member of staff</p> <p>Signature: _____ Print name: _____ Date: _____</p>

Provided by Connect, Updated August 2018

