



Parent Teacher Association of Castlefield School **Code of Conduct**

Introduction

This Code of Conduct binds both committee and non-committee members of Castlefield School Parent Teacher 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.

The Code

- Any parent or guardian of a pupil attending Castlefield 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 (either for the adult or their individual dependent)
- All members will act in the best interest of the school and support the schools objectives
- 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 eg on the Castlefield School PTA facebook page and via email.
- Any matters relating to the school, should be directed to the school office
- Any items emailed through to one of the PTA's email addresses 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 required added to their next meeting agenda
- 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 must be mindful that minutes and outcomes of all PTA meetings are published publicly and therefore matters which are confidential should not be discussed.
- The committee should declare all conflicts of interest (personal and financial) and if a conflict of interest arises, the person involved should withdraw from any discussion pertaining to that subject.
- All members must respect the School. Staff (including office and non-teaching staff), pupils and the business of the school should not be disturbed during the school day, unless by prior arrangement.
- All members must respect personal property and property belonging to the school.

- 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.
- Post holders will follow the Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Consequence and resolution

Should a PTA Member disregard the above code of conduct or if a concern regarding safety or an individual's behaviour has been identified, the PTA Chair, a delegated member of the Committee or the School have the right to investigate such concerns. 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. The Headteacher reserves the right to remove membership or post of office from an individual whose conduct has damaged the reputation of the school or whose behaviour is not in keeping with the code of conduct.