



## **Cathedral Primary School PTA Code of Conduct**

### Introduction

This Code of Conduct binds both Committee members (the "Committee") and ordinary members of Cathedral Primary School PTA ("CPS PTA"). Collectively, the Committee and ordinary members shall be referred to herein as "Members".

These guidelines describe the basic expectations for behaviour and the importance for all Members to conduct themselves professionally and ethically. In order for the CPS PTA to function successfully it is essential that all Members agree to follow these guidelines while acting in association with CPS PTA.

### The Code

- 1 Any parent, guardian or carer of a pupil attending Cathedral Primary School (the "School") can volunteer to become a Member of the CPS PTA with the vested interest in enhancing the School for all pupils.
- 2 All Members work is voluntary and for no personal gain.
- 3 All Members will act in the best interest of the School.
- 4 All Members will be encouraged to make relevant and positive contributions to the meetings that they attend in a respectful manner and to listen with courtesy to the views and opinions of others.
- 5 All Members must ensure that any discussion which is declared to be of a confidential nature during a meeting, especially in relation to matters concerning individual staff, pupils or parents, is confined to the meeting.
- 6 All Members have the right to communicate together responsibly. Consideration must be used when using social media or in a public place.
- 7 All Members must respect staff and pupils' privacy whilst carrying out CPS PTA activities.



- 8 All Members will respect the Committees final decisions, even those that they do not personally agree with.
- 9 The Committee should be made aware of any conflict of interest and the person involved shall withdraw from any discussion pertaining to that subject.
- 10 All Members shall take reasonable care to ensure their own safety and the safety of those attending any CPS PTA function or activity. Any safety concerns must be raised immediately with the member of staff attending the CPS PTA function.
- 11 Any Members attending a CPS PTA function with their children are expected to assume responsibility for their children's behaviour and safety.
- 12 All paperwork and assets relating to the CPS PTA is the property of either the CPS PTA or the School and not that of the individual.
- 13 No individual member of the Committee should take it up on them to take decisions on behalf of CPS PTA. Decisions should be made at a quorate Committee meeting. If an urgent or emergency decision is needed before the next scheduled meeting, the Committee chair may consult with more than half the number of Committee in order to make that decision.

### Consequences

Should it be deemed by the Committee that any Member has disregarded this Code or their actions have brought CPS PTA or the School into disrepute, the Committee has the right to exclude that member from future involvement. The member will be notified in writing of any decision and notified of their right to respond within 14 days and the matter reconsidered in light of any response.

### **Formal Adoption of Code of Conduct**

This Code of Conduct was formally adopted by the Members of Cathedral Primary School PTA at the Annual General Meeting held on 29<sup>th</sup> February 2016