

## **ALSTON MOOR FEDERATION PTA - Code of Conduct**

### **Introduction**

This Code of Conduct binds committee and non-committee members of Alston Moor Federation PTA.

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.

For the PTA to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the PTA.

### **The Code**

- Any parent or carer of a pupil attending a school within the Alston Moor Federation, all members of Federation staff and any member of the community approved by the committee 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, unless previously agreed by the committee.
- All members will act in the best interest of the PTA and the Federation.
- 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. Communication to members will be sent through the PTA email address [amfpta@alston.cumbria.sch.uk](mailto:amfpta@alston.cumbria.sch.uk), social media platforms or through the Federation office. Any matters relating to the Federation, should be directed to the Federation 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.
- 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 ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils, or parents/carers, is confined to the meeting attended only by elected committee members. Names will be blacked out of the meeting minutes, if necessary.
- The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
- All members must respect the Federation and personal property.
- 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 and destroy any recorded passwords.
- Should it be deemed by the committee that any member has disregarded this code, or their actions have brought the PTA or the Federation 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.

**DATED: 23<sup>rd</sup> September 2020**

**REVIEW DATE: September 2021**