

AJS PTA - Code of Conduct

Introduction

This Code of Conduct binds both committee and non-committee members of the Ashley Junior School 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.

In order 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 guardian of a pupil attending Ashley Junior 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;
- All members will act in the best interest of the PTA and the school;
- 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, using appropriate polite language on school site and when representing the school off-site;
- All members have the right to communicate together responsibly, via email, the PTA Facebook page(on messenger) and/or the PTA Whatsapp group. Any breach of this communication, will result in individuals being blocked and removed from the PTA Facebook/Whatsapp groups.
- If any matters arise, via PTA communications, which relate to school, should always be directed to the school office and not discussed via PTA forums;
- 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, parents/guardians, is confined to the meeting, attended only by elected committee members. Names will be blacked out of the meeting notes, 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 School and personal property;
- All members, when volunteering for the school representing the PTA, should dress appropriately, in line with section 8 of the staff 'Code of Conduct' (see AJS website – policies); PTA members *'should ensure that they dress appropriately and safely for a school environment and for the role they undertake'*.
- 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;
- Should it be deemed by the committee that any member has disregarded this code, or that their actions have brought the PTA or the school into disrepute, whether in person or via social media, 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 Section 4(Membership) of the PTA constitution.*

Name:

Signature:

Date: