Mosspits Parents' Association Code of Conduct

Introduction

This Code of Conduct binds both committee and non-committee members of Mosspits Parents' 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 PA to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the PA.

The Code

Any parent or guardian of a pupil attending Mosspits Parents' Association are deemed to be members of the PA, with the vested interest in enhancing the school for all pupils.

- All work done on behalf of the PA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PA 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.
- All members have the right to communicate together responsibly. Communication should be done respectfully, should not be inappropriate in nature and should not be bullying in nature. Any person deemed to have communicated in such a manner will be removed from the PA with immediate effect. Any matters relating to the school, should be directed to the school office.
- There is a strict zero tolerance policy against harassment, bullying and discrimination. Any allegations will be taken seriously and handled confidentially and sympathetically.
- Any items emailed through to the PA email address may not be answered immediately. All committee members work on behalf of the PA on a voluntary basis, in their free time and may not be able to address issues straight away. This includes emails, letter, and, or WhatsApp. 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/guardians, 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 School and personal property.
- All paperwork and assets relating to the PA are the property of the PA, and not that of the individual. When leaving the PA a member should return any relevant paperwork or assets to the PA Committee.
- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the PA or the school into disrepute, the committee has the right to exclude that member from future involvement.