



CODE OF CONDUCT

Muckhart PS Parent Council

This Code of Conduct is to help Muckhart PS Parent Council office bearers and committee understand their role as a Parent Council member.

Members should:	<ul style="list-style-type: none">• Support the ethos and values of the Parent Council (PC) and make it a welcoming place for all parents/carers, co-opted members and guests• Be aware of equality and fairness• Feel like their work makes a difference to the school community• Treat everyone as an equal and always be respectful towards each other• Ensure guests leave meetings with a positive view of the PC and what it is trying to achieve• Respect and uphold decisions made at PC meetings• Be actively involved and help wherever possible• Work with the utmost integrity, specifically in dealing with financial matters• Understand that all PC members are responsible for PC funds• Declare any conflict of interest and avoid situations which could cause improper conduct• Comply with the demands of external regulatory bodies• Be aware only members of the PC have a right to vote during ordinary meetings
Members should not:	<ul style="list-style-type: none">• Undermine the decision-making of the PC by expressing opposing views outwith meetings• Discuss personal issues relating to children, parents/carers or school staff• Post content on social media that is negative or abusive towards the school or members of its community• Discuss issues with the media without prior agreement
Parent Council meetings:	<ul style="list-style-type: none">• Time should be used effectively• Everyone should be given a chance to speak and to be heard, directed by the Chair• Members should contribute constructively at meetings

	<ul style="list-style-type: none"> • Each contribution should be valued and respected • No member of Parent Forum/guests should leave feeling belittled or excluded • Decisions will be made in the best interests of the whole school community • If a vote is needed, everyone on the Parent Council will get a vote and decisions will be made on a majority basis (with the Chair having the casting vote, if necessary); the result should be respected by all Parent Council members 												
Review:	This policy will be reviewed every two years to ensure it remains up-to-date and relevant.												
Declaration:	<p>I confirm I have read and understood Muckhart PS Parent Council's Code of Conduct and will act in accordance with it. I understand that if I act in a way considered to undermine the objectives of the Parent Council, my membership shall cease, as determined by the majority view of parent council members. This will be confirmed in writing by the Chair/other office bearer.</p> <p>I am connected with this organisation in my capacity as a:</p> <table border="1"> <tr> <td>Member of the committee</td> <td></td> </tr> <tr> <td>Volunteer</td> <td></td> </tr> <tr> <td>Member of staff</td> <td></td> </tr> </table> <table border="1"> <tr> <td>Signature</td> <td></td> </tr> <tr> <td>Print name</td> <td></td> </tr> <tr> <td>Date</td> <td></td> </tr> </table>	Member of the committee		Volunteer		Member of staff		Signature		Print name		Date	
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This document is based on a template produced by Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB and Muckhart Primary School Parent Council acknowledge Connect as the original author of this template.

About Connect

We offer our Members a wide range of benefits including:

- membership-linked insurance
- free Information Sessions, both face-to-face and online
- our Backchat termly newsletter and regular eNewsletters
- access to the Members'-only section of Connect's website
- Connect's Annual Lecture
- advice and support by email and telephone
- a wide variety of leaflets and other resources

August 2019

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