

Sandaig Primary School Parent Council
Code of conduct / good practice for meetings

This code of conduct is to help members understand their role as a Parent Council (PC) member.

Members should

- Support the ethos and values of the PC and the school and make it a welcoming place for all parents
- Feel like their work makes a difference to the school community
- Treat everyone as an equal and always be respectful towards each other
- Guests should leave meetings with a positive view of the PC and what it is trying to achieve
- Respect and adhere to the decisions of the PC
- Be involved and help out wherever possible.
- Work with the utmost integrity especially in dealing with financial matters
- Declare any conflict of interest and avoid situations which could cause improper conduct
- Comply with the demands of external regulatory bodies

Members should not

- Discuss confidential issues outside of meetings
- Discuss personal issues relating to members' children, at school, at meetings
- Discuss individual members of staff
- Post content on social media that is negative or abusive towards the school or its community
- Discuss issues with the press without prior agreement

Parent Council Meetings

- Time must be used effectively at the meeting
- Everyone should be given a chance to speak and to be heard, controlled by the Chair
- All speakers should address the Chair
- Members should contribute constructively at meetings
- Each member's contributions should be valued and respected
- No member of the parent forum or PC that attends should leave feeling belittled or unheard
- Decisions will be made in the best interests of the whole school community
- If a vote is needed everyone will get a vote and decisions will be made on a majority basis
- In the event of a tie, the Chair of the meeting will have a casting vote

The PC will ensure that new members will receive a copy of the Code of Conduct and all members will be supported with any training and help needed to fulfil their roles.

If a member of the Parent Council acts in a way that is considered to undermine the objectives of the Parent Council, their membership of Parent Council shall be terminated if the majority of parent members agree.

Termination of membership would be confirmed in writing to the member by the Chair.