



Code of Conduct

Eastfield Primary School

Parent Council

This code of conduct is to help 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 and make it a welcoming place for all parentsFeel like their work makes a difference to the school communityTreat everyone as an equal and always be respectful towards each otherEnsure guests leave meetings with a positive view of the Parent Council and what it is trying to achieveRespect and adhere to the decisions of the Parent CouncilBe involved and help out wherever possibleWork with the utmost integrity, specifically in dealing with financial mattersDeclare any conflict of interest and avoid situations which could cause improper conductComply with the demands of external regulatory bodiesBe aware only members of the Parent Council have a right to vote
Members should not	<ul style="list-style-type: none">Undermine the decision-making of the Parent Council by expressing opposing views out with meetings.Discuss personal issues relating to children, parents or school staffPost content on social media that is negative or abusive towards the school or its communityDiscuss 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 • All speakers should address the Chair • Members should contribute constructively at meetings • 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	<ul style="list-style-type: none"> • This policy will be reviewed yearly to ensure it remains up-to- date and relevant
Declaration	<p>I confirm I have read and understood this Code of Conduct and will act in accordance to it. I understand that if I act in a way considered to undermine the objectives of the Parent Council, my membership shall cease if the majority of parent members agree. This will be confirmed in writing by the Chair/other office bearer.</p> <p>I am connected with this organization in my capacity as:</p> <p style="text-align: center;">Member of the committee</p> <p style="text-align: center;">Member of staff</p> <p>Signature:</p> <p>Print name: _____ Date: _____</p>