

**CODE OF CONDUCT**

**Template for Parent Councils**

**This Code of Conduct is to help the office bearers and committee understand their role as a Parent Council member**

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| **Members should** | * support the ethos and values of the Parent Council and make it a welcoming group 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 Parent Council and what it is trying to achieve
* respect and keep to the decisions made at Parent Council meetings
* be involved and help out wherever possible
* work with the utmost integrity, especially when dealing with financial matters
* understand that all PC members are responsible for Parent Council funds
* declare any conflict of interest (for example, if someone is a teacher) and avoid situations which could cause improper conduct
* comply with the demands of external regulatory bodies, for example OSCR for those groups that have charitable status
* be aware only members of the Parent Council have a right to vote.
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| **Members should not** | * undermine the decision-making of the Parent Council by expressing opposing views out with meetings
* discuss personal issues relating to children, parents, or school staff
* post content on social media that is negative or abusive towards anyone in the school or local community
* speak with the media on behalf of the Parent Council without prior agreement
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| **Parent Council meetings** | * 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-one should leave a meeting feeling belittled or excluded
* decisions will be made in the best interests of the whole school community
* if a vote is required, 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.
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| **Review** | This policy will be reviewed every (insert number of years) to ensure it remains up-to-date and relevant. |
| **Declaration** | I confirm I have read and understood (insert name of organisation)’s 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.I am connected with this organization in my capacity as a  Member of the committee **£** Volunteer **£** Member of staff **£**

|  |  |
| --- | --- |
| Signature: |  |
| Print name: |  |
| Date: |  |
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About Connect

We offer our Members a wide range of benefits including:

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