

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

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