



Code of Conduct of the Parent Council of St Andrew's Primary School

When you become a Parent Council member you take on an important role as a representative of all the parents/carers in St Andrew's Primary School. But that's not all – the success of the Council is dependant on full participation of its members.

Although the office bearers take on individual tasks, they are not there to do all the work and it is the responsibility of all council members to make sure that the Parent Council is running smoothly.

RESPONSIBILITIES

- The PC constitution will have details of the aims of the group and you should always keep these in mind when acting on behalf of the group.
- As a council member you are expected to attend meetings on a regular basis. You are also expected to take a fair share of actions required to be undertaken
- Make yourself aware of council rules and how meetings are run. Ask about the procedures for adding items to the agenda, speaking at meetings, voting and how to call additional meetings.
- Get to know fellow council members and the office bearers and how the group operates.
- Council members represent more than just themselves on the PC. Most parents join because they want to help their own child's education and school however, council member are there to represent the views of **all** the parents in the school i.e. the parent forum.
- PC members should let other parents know about the work of the council and how they can get in touch.
- Council members should not bring the PC into disrepute in any way. If a council member is unhappy with council business and/or decisions made, they should raise this with the Chair or at a meeting.
- Council members should make themselves familiar with the diversity and make-up of the school community and make sure that all parents know about the Parent Council e.g. Parents whose first language is not English.



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COUNCIL MEETINGS

- Attend meetings as often as you can and try to arrive on time.
- If you cannot attend a meeting send your apologies to either the Chair or Secretary.
- Read any papers or correspondence sent out before the meeting and if you are unsure about an item on the agenda, ask someone to clarify this.
- Council members may raise concerns at meetings but the Parent Council is not there to take on individual issues – either those of council members or other parents.
- A council member should be aware of parental issues: if several parents are concerned or want something raised at a meeting then you should ask the Chair to put it on the agenda.
- A parent member who is also a teacher should always be aware that they are there to speak on behalf of parents.
- Keep to the agenda during the meeting and do not interrupt. Do not start a separate conversation while the council is discussing an item.
- Members must accept that the time available for the meeting is finite. The Chair is empowered to set the time a contributor is permitted to speak if this is necessary in order to ensure all items on the agenda are covered.
- Take an active part in discussions but if you are unsure about the subject, ask for clarification.
- Be respectful when others are speaking by treating others, as you want to be treated.
- All members should act in a way that is fair and unbiased and should not speak in a way that may be perceived as bullying, abusive, discriminatory or derogatory.
- Make sure your opinion is heard – if you don't participate then you don't have the right to criticise decisions.
- If a vote takes place you must go with the majority decision, even if you don't agree.



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- If you have voted against a decision made by the majority of the council, you can ask for this to be reflected in the minutes.
- During meetings members may occasionally receive information that is not in the public domain. It is the responsibility of each individual member to ensure that this information remains confidential unless permission has been given by the Chair for this to be discussed elsewhere.
- If AOCB is an item on the agenda this is not the point to bring up anything for discussion. If you would like to raise an issue then ask for it to be put on the agenda for the next meeting.
- Read the minutes from the meeting as soon as possible and make the Secretary aware of any error or if your views have not been properly reflected.
- Follow up on any tasks you have been given as soon as you can.
- It is not appropriate to publicly disagree or complain about the council with other parents. Any concerns should be taken up with the Chair/other council members and /or discussed at a future meeting.
- It is also not appropriate to make negative comments on social media about the school, its pupils or staff. Any concerns should again be taken up with the Chair/other council members and/or discussed at a future meeting.

BREACHES OF THE CODE OF CONDUCT

If a member acts in a way that undermines the aims of the Parent Council or does not comply with the Code of Conduct the Chair will address this with the individual in the first instance. The member will be allowed to continue as part of the council if they agree to support the aims and abide by the Code of Conduct in the future. Any further breaches will result in their membership being terminated by the Chairperson.