

Inchinnan Primary Parent Council

Code of Conduct



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

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 decisions made at 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 and local community
- speak with the media on behalf of the Parent Council without prior agreement.

Parent Council meetings	<ul style="list-style-type: none"> • 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 two years to ensure it remains up-to-date and relevant.
Declaration	<p>I confirm that I have read and understood Inchinnan Primary Parent Council's Code of Conduct and will act in accordance to it. I understand that if I act in any 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 or other office bearer.</p> <p>I am connected to this group in my capacity as a (please tick)</p> <p>Member of the Parent Council <input type="checkbox"/></p> <p>Volunteer <input type="checkbox"/></p> <p>Member of staff <input type="checkbox"/></p> <p>Signature:</p> <p>Print name:</p> <p>Date:</p>

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Acknowledgement to Connect.