

CALDERWOOD PRIMARY SCHOOL PARENT COUNCIL

OUR CODE OF CONDUCT

This Code of Conduct is to help Parent Council (PC) office bearers and council members understand their roles

Members should:

- 1) Support the ethos and values of the PC and make it a welcoming group for all parents/ carers, co-opted members, and guests
- 2) Be aware of equality and fairness
- 3) Feel like their work makes a difference to the school community
- 4) Treat everyone as an equal and always be respectful towards each other
- 5) Ensure guests leave meetings with a positive view of the PC and what it is trying to achieve
- 6) Respect and keep to the decisions made at PC meetings
- 7) Be involved and help wherever possible
- 8) Work with the utmost integrity, especially when dealing with financial matters
- 9) Understand that all PC members are responsible for PC funds
- 10) Declare any conflict of interest (for example, if someone is a teacher) and avoid situations which could cause improper conduct
- 11) Comply with the demands of external regulatory bodies
- 12) Be aware only members of the PC have a right to vote at PC committee meetings

Members should not:

- 13) Undermine the decisions made at the PC by promoting opposing or critical views outside of meetings
- 14) Discuss personal issues relating to children, parents, or school staff
- 15) Post content on social media that is negative or abusive towards anyone in the school and local community
- 16) Speak with the media on behalf of the PC without prior agreement

Meetings

- 17) Everyone should be given a chance to speak and to be heard, directed by the Chair
- 18) All speakers should address the Chair
- 19) Members should contribute constructively at meetings
- 20) Each contribution should be valued and respected
- 21) No-one should leave a meeting feeling belittled or excluded
- 22) Decisions will be made in the best interests of the whole school community
- 23) If a vote is required, members of the PC 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 PC members.

Review

- 24) This policy will be reviewed every year to ensure it remains up-to-date and relevant.

Declaration

- 25) PC Members should confirm that have read this Code of Conduct by signing, printing their name and dating this document and returning to the PC Secretary, or by completing the online form [here](#)

