



Redbrook Hayes Community Primary School

PTFA Code of Conduct

The Officers and Committee of Redbrook Hayes Community Primary School PTFA are bound by a Code of Conduct. This means that we have to behave in a professional and ethical way when representing Redbrook Hayes Community Primary School PTFA, in line with the Nolan Principles, and promote Redbrook Hayes Community Primary School PTFA in a positive light to enhance the reputation of the school, its staff, pupils and parents, at all times. Redbrook Hayes Community Primary School PTFA members therefore commit to the following:

1. All committee members will act in the best interests of Redbrook Hayes Community Primary School PTFA at all times, in furtherance of its objects as defined by its Constitution.
2. All committee members will be aware of their responsibilities by reading the Constitution.
3. All committee members should involve themselves actively in the work of the PTFA and accept a fair share of the responsibilities of committee work.
4. Everyone will be encouraged to make relevant and positive contributions to the meeting and to listen with courtesy and respect to the views of others.
5. There will be no personal attacks, including intimidating body language and facial expressions. It is not acceptable to undermine the contribution of others.
6. All committee members must ensure that any discussion of a confidential nature, especially in relation to matters concerning individual staff, pupils or parents, is confined to the meeting and not expressed elsewhere, including on social media. Breach of this may result in the officer or member being excluded from the committee.
7. Although decisions reached at a committee meeting may be made public through the minutes, the discussions on which decisions are based should be regarded as confidential. The decisions reached are also confidential until the minutes are published.
8. It is the responsibility of the committee as a whole to make responsible decisions, to ensure good financial practice takes place, and to support Redbrook Hayes Community Primary School PTFA officers.
9. All committee members will accept their share of collective responsibility, even for those decisions reached by committee that they do not personally agree with.
10. Any conflict of interest should be made known to the meeting and the person involved should withdraw from any discussion pertaining to that subject.
11. Should any sub-committee be deemed necessary that sub-committee will always have a full committee member attending meetings and the sub-committee will report back to the full committee.
12. No individual committee member should take it upon themselves to take decisions on behalf of Redbrook Hayes Community Primary School PTFA. Every decision should be made at a quorate committee meeting. If an urgent or emergency decision is needed before the next scheduled meeting, the Chair may consult with more than half the number of committee members in order to make that decision.
13. Should anyone disregard any of the items above, the committee has the right to exclude that member or officer of the committee from membership, or from attending an event, as their actions may be deemed as bringing the Association into disrepute. The member will be notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter considered in light of any representations made.
14. All paperwork relating to Redbrook Hayes Community Primary School PTFA is the property of Redbrook Hayes Community Primary School PTFA and not that of the individual. When leaving the committee a member should therefore return all paperwork to an Redbrook Hayes Community Primary School PTFA representative at the school.

As a committee member of Redbrook Hayes Community Primary School PTFA, I agree to adhere to all aspects of this Code of Conduct and the Constitution at all times.

Redbrook Hayes Community Primary School PTFA committee member's name (please print):

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Signature:

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Date: