



CODE OF CONDUCT

Introduction

This Code of Conduct binds all Members – both Committee and ‘Ordinary’ members of Friends of Westways (FOW) Parent Teacher Association (PTA).

Parent members act on behalf of FOW on a voluntary basis. In order to fulfil our objectives it is essential that all members behave in a professional and ethical way when representing FOW PTA.

Of prime importance is the requirement of all members to behave in a professional manner when attending meetings. In order for meetings to be effective it is essential that members conduct themselves in accordance with these ground rules.

Requirements / Commitments

All FOW PTA members, both Committee and ‘Ordinary’ members, will commit to the following:

1. All FOW PTA Committee Members will act in the best interests of FOW PTA at all times, in furtherance of its objects as defined by its Constitution.
2. All FOW PTA Committee Members will be aware of their responsibilities by reading the Constitution.
3. All Committee Members should involve themselves actively in the work of FOW PTA and accept a fair share of the responsibilities of committee work.
4. All members will be encouraged to make relevant and positive contributions to meetings they attend 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 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.
7. Although decisions reached at a Committee Meeting will be made public through the minutes, the discussions on which decisions are based should be regarded as confidential.
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 FOW PTA members.
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 them to take decisions on behalf of FOW PTA. Decisions 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 any member 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 FOW PTA is the property of FOW PTA and not that of the individual. When leaving the committee a member should therefore return all paperwork to an FOW PTA representative at the school.

Formal Adoption of Code of Conduct

This Code of Conduct was formally adopted by the members of Friends of Westways at the **Extra-Ordinary General Meeting held at Westways Primary School on 24th April 2013.**