



St Georges PTFA Code of Conduct

Introduction

This Code of Conduct binds both volunteers and members of St Georges PTFA.

These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document.

In order for St Georges PTFA to function successfully, it is essential that all members agree to follow these guidelines while acting in association with the PTFA.

The Code

- Any parent or guardian of a pupil attending St Georges Church School and Nursery and all members of school staff are deemed to be members of St Georges PTFA, with the vested interest in enhancing the school and nursery for all pupils.
- All work done on behalf of St Georges PTFA is voluntary and is done for no personal gain.
- All members will act in the best interest of St Georges PTFA and St Georges Church School and Nursery.
- All members will be encouraged to make relevant and positive contributions to meetings they attend.
- All members have the right to be heard and must respect each other's opinions.
- All members have the right to communicate together responsibly. This can be done through emailing the committee (stgeorges.ptfa23@gmail.com) who will share with members accordingly, via Spond or the WhatsApp group, where applicable. Any matters relating to the school or nursery, should be directed to the school office.
- Any items emailed through to the PTFA email address may not be answered immediately. All committee members work on behalf of St Georges PTFA on a voluntary basis, in their free time and may not be able to address issues straight away. Any query raised will need to be discussed by the committee and, if necessary, will be added to their next meeting agenda.
- The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee will consult with the wider membership on decisions, however the committee's decision is final.



- All members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/carers, is confined to the meeting, attended only by members. Names will be blacked out of the meeting minutes, if necessary.
- The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
- All members must respect the school and nursery and personal property.
- All paperwork and assets relating to St Georges PTFA are the property of the PTFA, and not that of the individual. When leaving St Georges PTFA, a member should return any relevant paperwork or assets to the PTFA Committee.
- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the PTFA or the school and nursery into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a PTFA member or PTFA committee member is stated in the constitution.