

Islandmagee Primary PTFA

Code of Conduct

Introduction

This Code of Conduct binds both committee and non-committee members of Islandmagee Primary Parent Teacher and Friends Association.

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 the PTFA to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the PTFA.

The Code

- Any parent or guardian of a pupil attending Islandmagee Primary Parent Teacher and Friends Association and all members of school staff are deemed to be members of the PTFA, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of the PTFA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PTFA and the school.
- 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. Any matters relating to the school should be directed to the school office. Communication with their members will be,
 - a group PTFA email held by Secretary and cc school office; consent to be included in the PTFA email group will be automatic on provision of personal email address and can be withdrawn in writing at any time in line with GDPR.
 - shared by PTFA Newsletter to be posted on school website by school office.
 - where relevant, shared by school office via ClassDojo.
- All members must respect that any items emailed through to the PTFA email group may not be answered immediately. All committee members work on behalf of the 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 may from time to time consult with the wider PTFA membership, however the committee along with the Principal and/or lead staff'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/guardians, is confined to the meeting, attended only by elected committee members. Names will be blacked out of the meeting minutes, if necessary. This may be for example, reference to food allergies, religious beliefs to be respected, required support at events etc.
- All members must ensure that any matters or discussion pertains to the PTFA and not the general running of the school.
- 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, school ethos and vision and both school and personal property.
- All paperwork and assets relating to the PTFA are the property of the PTFA, and not that of the individual. When leaving the PTFA a member should return any relevant paperwork or assets to the PTFA Committee for retention or destruction as per the Department of Education guidance.
- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the PTFA or the school 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.
- The committee will seek the authorisation of the Principal who has overarching authority for decisions pertaining to the school as delegated by the Board of Governors.