



Friends of Woodlea School
Registered Charity No. 1166049

CODE OF CONDUCT

Date Approved: October 2024
To be reviewed: October 2025

Introduction

This Code of Conduct binds both committee and non-committee members of Friends of Woodlea School.

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

Our Values

FOWS share the same core values as our school, and seek to set an example to our children by demonstrating these values through all our work and actions with the PTA.

Kindness, Curiosity, Courage, Determination, Resilience and Teamwork

The Code

- Any parent or guardian of a pupil attending Woodlea School and all members of school staff are deemed to be members of the PTA, with the vested interest in enhancing the school for all pupils. All elected members of the committee are also Trustees of the charity.
- All work done on behalf of the PTA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PTA and the school.
- All members will be encouraged to make relevant & positive contributions to meetings they attend. To enable this, meetings should be attended in person whenever possible.
- All members have the right to be heard and must respect each other's opinions.
- All members have the right to communicate together responsibly. The committee predominantly uses Facebook (Meta) Messenger to communicate between meeting, including for the suggestion of items for the next agenda, and sharing of ideas. In joining the chat group, members agree to keep their comments positive and productive. Should any strong differences of opinion occur, the discussion will be halted, and the topic placed on the agenda to be discussed in person at the next meeting. Any matters relating to the school, should be directed to the school office.

- Any communication emailed through to the PTA email address may not be answered immediately. All committee members work on behalf of the PTA 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 FOWS email accounts are accessible to multiple committee members and should not be considered confidential.
- 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 membership, 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/guardians, is confined to the meeting, attended only by elected committee 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 personal property.
- All paperwork and assets relating to the PTA are the property of the PTA, and not that of the individual. When leaving the PTA a member should return any relevant paperwork or assets to the PTA Committee.
- Should it be deemed by the committee that any member has disregarded this code, or their actions have brought the PTA or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a PTA member or PTA committee member is stated in the constitution.

Complaints and/or concerns: All members of the association are entitled to raise concerns about safety or an individual's behaviour in relation to PTA activities. We would encourage any concerns to be raised as promptly so that FOWS can put right any issues at the earliest opportunity.

- Address the complaint initially to the Chair. If the complaint is about the Chair please address to either the Secretary or Treasurer in the first instance. If you have a complaint regarding all 3 Officers please contact the either the Head teacher or Business manager at the school.
- FOWS would hope to resolve any complaint at first contact. If it is necessary to take a complaint further, it will be processed as described in our *Complaints Procedure Policy*.
- Complaints/concerns will be treated in confidence.
- A right of reply will be given before any action is taken.

Internal Conflict: In the spirit of our values of kindness, resilience and honesty, any internal issues should be addressed in person in the first instance – A face to face conversation is usually the most straight forward way to resolve conflict and/or misunderstandings and eliminates to risk of the written word being misinterpreted.

In the interests of safeguarding our members, discretion will always be applied. There should never be an attempt/request to isolate a member from their peers. Discrete discussion among Committee Officers and elected members may be required in order to settle any internal disputes.

If the conflict cannot be settled internally, mediation with senior school staff may be required.

Agreed and signed by:

	Name	Signature	Date
Chair
Treasurer
Secretary
Ordinary members

