

Code of Conduct

Introduction

This Code of Conduct binds both Committee and non-committee members of The Friends of Downview Primary School (“FOD”).

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

The Code

1. Any parent, guardian or carer of a pupil attending Downview Primary School, and all members of school staff, are deemed to be members of FOD, with the vested interest in enhancing the School for all pupils.
2. Committee Members are those who have been elected by the members at the AGM to run FOD.
3. All work done on behalf of FOD is voluntary and is done for no personal gain.
4. All members will act in the best interests of FOD and the school.
5. All members will be encouraged to make relevant and positive contributions to the meetings they attend.
6. All members have the right to be heard and must respect each other’s opinions.
7. All members have the right to communicate together responsibly. The Committee can be contacted by email at Fod@downviewprimary.co.uk or through their Facebook page <https://www.facebook.com/downviewpta>. Any matters relating to the school should be directed to the school office.
8. Any items sent through to the above email address or Facebook page may not be answered immediately. All Committee Members work on behalf of FOD 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.
9. 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.
10. 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.

11. The Committee should be made aware of any conflict of interest and the person involved is entitled to explain their opinion, but should then withdraw from any discussion pertaining to that subject, in accordance with the Conflict of Interest Policy.
12. Committee Members and their children are entitled to participate in FOD events on the same terms as all other members and their children. There will be no discount, favouritism or other material benefit for Committee Members or their children. Committee Members will never participate in an event where they have information that could increase their chances of winning or obtaining a material benefit. Further, Committee Members will excuse themselves from the possibility of winning a competition, event or raffle where it might appear that they could have information or opportunity that might increase their chances of winning or obtaining a material benefit. To be clear, the children of Committee Members will be entitled to participate in all events and there will be no favouritism or advantage given to them.
13. There will be no discount or benefit for any Committee Member or volunteer helping to organise or run a FOD event, unless agreed by the Committee beforehand as being in the best interests of FOD. However, to be clear, it is sometimes necessary for the children of Committee Members to attend an event for free if the Committee Member is required to be there and there is no alternative childcare available.
14. We aim to maintain a Committee of no more than 8 Committee Members/Trustees at any one time. This is to ensure that valid meetings can be arranged easily and decisions can be made efficiently. New Committee Members must be elected at an AGM. Prior to that, any prospective Committee Member is invited to attend Committee meetings and take an active role in discussions and event planning for at least 6 months before deciding whether they wish to stand for election at the next AGM.
15. Committee Members are required to attend a minimum of 50% of all committee meetings held each year. The duties of a Committee Member go beyond volunteering at events, and Committee Members are expected to be actively involved in at least one sub-committee per term, in addition to volunteering at events whenever possible.
16. All members must respect the School and personal property.
17. All paperwork and assets relating to FOD are the property of the charity, and not that of the individual. When leaving FOD, a member should return any relevant paperwork or assets to the Committee.
18. Should it be deemed by the Committee that any member has disregarded this code or their actions have brought FOD or the School into disrepute, the Committee has the right to exclude that member from future involvement. The procedure for removal of a member or Committee Member is stated in the constitution.

Agreed and signed by: