



PTFA Code of Conduct

This Code of Conduct binds both Committee and Non-Committee Members of the Mease Spencer Academy Parents, Teachers and Friends Association. This code describes the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically. 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 PTA.

Mission Statement

The PTFA is a non-profit organisation that works hard to raise money for the school and provide opportunities for the children to enhance their learning experiences, facilities and educational tools. Money raised during the school year will be used to help fund those 'luxuries' not easily provided through the school budget.

General

- All members must always act in a way which maintains and protects the ethos of Mease Spencer Academy
- All members work as volunteers and for no personal gain; all decisions are made as a group in the best interests of the school and its pupils.
- All members have the right to be heard and to communicate. They have the responsibility to listen and respect the ideas of others and to communicate calmly, clearly and responsibly. This responsibility includes communication via any technology including social media and email.
- All members should bring a fair and open-minded view to all discussions and should ensure that all decisions made are in PTFA and schools best interests
- All members have the responsibility to respect school property and the property of other members.
- All members must respect confidential information or material (relating to children, parents, carers, staff, etc.) provided to PTFA members all of which must remain confidential.

Meetings

Generally two meetings will be held each term (one per half term). Members are encouraged to attend at least one per term in order to ensure an understanding of the terms targets and achievements. If attendance is proving problematic, the member should discuss this with the Chair. At least one of these meetings should be held during school hours.

Members unable to attend specific meetings should send apologies in advance to the PTFA Secretary and will, whenever possible, ensure they have read and understood any supporting documents and give their opinions to the Chair and Secretary in advance of the meeting.

Only agenda items will be discussed during PTFA meetings. If you have a PTFA related issue that you would like to speak about that is not on the agenda, please submit it to the Secretary via email at least five days prior to the meeting in order that the item can be included.

For any Committee member who does not attend meetings for two consecutive terms and has not sent apologies, it will be assumed that they wish to receive non-committee information communication only. Parents can re-join the committee at any time.

Behaviour

Mease Spencer Academy PTFA will never tolerate violence or abuse towards another member. This may include behaviour or language (verbal, non-verbal or written) that may cause a member to feel afraid, threatened or abused; and includes threats, personal verbal abuse, derogatory remarks and rudeness. This list is not exhaustive.

All members will respect the decisions of the committee even if that decision is at odds with their own view.

During meetings there will be no personal attacks, including intimidating body language and facial expressions. It is not acceptable to undermine the contribution of others.

Any member whose behaviour is unacceptable, does not meet with the Code of Conduct or are deemed to be preventing other parents from participating in the PTFA due to their behaviour will be investigated which could result in them being asked to permanently remove themselves from the association by the head teacher.

Spend

A budget for spending plans for the academic year should be discussed and recorded at the AGM.

Any spending suggestions should be sent via email to the Chair, Secretary and Treasurer prior to the termly meeting; every spend must be put forward for discussion and no spend assumed.

PTFA expenses incurred due to purchases required for fundraising events will be reimbursed subject to a valid receipt and approval by the Treasurer.

As an inclusive organisation all suggestion for budget spending are welcomed, however final spending decisions are agreed by the registered Committee members. A Committee member is considered registered if they have been actively involved in PTFA activities over the last 12 months. The register of Committee members will be reviewed every 12 months.

All spending over £500 must be agreed by the head teacher and governing body.

The Secretary should keep a record of active Committee members

Budgeted spends will be agreed at meetings if there are more than 50% of Committee members present; if not then discussions will be followed up by email to Committee members who may then vote on whether to agree funding. Emails must be responded to in a timely manner and members will be given 5 consecutive days to vote. A majority decision is required.

Consequence and Resolution

As PTFA members we all have the responsibility to behave appropriately; treat all members with respect and dignity; and make positive contributions to discussions. Members should listen with courtesy and respect the views of others.

Should a PTFA Member disregard any part of the above code of conduct the PTFA Chair and/or head teacher have the right to investigate such concerns. Should any concern regard the Chair then it should be referred directly to the Headteacher. All concerns and investigations will be treated in confidence however a right of reply will be given to any member involved before any action is taken.

In the first instance any concerns should be resolved informally. Where this cannot be done or where concerns continue then the PTFA Chair and /or head teacher should call a formal meeting with the members involved to discuss matters further.

Investigations into member's behaviour may result in PTFA committee membership being terminated. Where required termination of involvement will be decided by the head teacher and then confirmed in writing to the member. The committee will then be informed of any decisions.