



Inkersall Primary Academy PTA

Registered Charity: 1179612

Code of Conduct

This Code of Conduct binds all members of Inkersall Primary Academy Parents Teachers Association, with a common interest to build and strengthen the PTA and the school community. The guidelines set out below are basic expectations for behaviour. All members must follow these guidelines and conduct themselves professionally & ethically for the PTA to function successfully.

The Code

Any parent, guardian or teacher who is responsible for a child attending Inkersall Primary Academy is automatically a PTA member even if they do not wish to be involved with the running of the PTA.

The Committee

- Chairperson
 - Vice Chair
 - Secretary
 - Treasurer
 - 4 x General Committee members
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- To be considered an active member, you must attend 3 consecutive meetings and then attend 50% of general meetings and contribute or assist with at least one event or fundraiser per school term. Individuals will need to be involved at meetings and respond to emails and information in the Facebook group. Active members will be committed to promoting the PTA and events.
 - If an active member can no longer attend meetings due to other commitments, but are still fulfilling an active role outside of the meetings such as media, grants etc. and are in regular contact with the committee. Then the committee can agree they are still to be considered an active member.
 - Active members will become non-active if they miss 3 consecutive meetings and do not send apologies in advance, also if they do not respond to requests in emails or the Facebook group or if they cannot fulfil the active member role as above
 - PTA volunteer - This role is for parents or carers who are unable to or do not wish to attend meetings but wish to assist at events run by the PTA.
 - A minimum of 4 committee members are required for a planned PTA meeting to go ahead.

- A minimum of one meeting every half term and additional meetings as and when required, particularly when organising events.
- All members will be encouraged to make relevant and positive contributions to the meetings they attend. The PTA is not a place for complaints in relation to the school, these should be re-directed to be taken forward directly with the school.
- All members have the right to be heard and respect other members opinions.
- Any information of a confidential nature discussed in relation to matters concerning individual staff, pupils, parents or guardians must be confined to the meeting.
- All members will respect the committee's final decision even those they do not personally agree with.
- All members are volunteers and will receive no personal gain for being part of the PTA and will act in the best interest of Inkersall Primary academy.
- The principle will agree and authorise all dates for events to be held. No un-authorized events will take place.
- The PTA will ask the school to involve the school student council for ideas on how they would like any funds raised by the PTA to be spent, also to suggest ideas for possible future events.
- The PTA have introduced a **funding request form** so that all PTA members can request funds in a simple but fair way. These forms will be submitted to the PTA Committee at the following meeting for discussion.
- The PTA will seek wide agreement on how to spend funds and will always seek guidance from the principle as to where funds can make most difference and will vote to release fund - **See Finance Policy**
- If any members purchase goods for the PTA and seek reimbursement, all requests must be accompanied by a receipt with details as to the purchase on the back
- A minimum of 3 individuals will be named on the PTA bank account, one of these will be the treasurer & others nominated by the committee
- Any items to be dealt with that will have a conflict of interest then the member must declare and withdraw from the discussion of that subject - **See Conflict of Interest Policy**

- All members have a Duty of Care to keep themselves and any PTA function attendees safe. If a member has any concerns these must be brought to the immediate attention of the PTA Committee and senior teachers.
- All member will respect the school and personal property of everyone.
- PTA members may require a DBS check through the school to carry out certain roles at events, this will be agreed with the school.
- All paperwork and assets relating to the PTA is the property of the PTA and not the named individual. If a member leaves the PTA they will return any relevant paperwork or assets to the committee.
- An AGM will be held each year to elect a new PTA committee and for the treasurer to present the annual accounts.
- Any PTA member deemed by the committee who does not comply with this code and has inappropriate actions and brings the school or PTA into disrepute, the committee has the right to exclude that member from future PTA involvement. The member will be notified in writing within 14 days and will have the right to respond. The committee will then review the response and reconsider.
- The Inkersall Primary Academy PTA Facebook page will be used as a communication tool to seek ideas, promote events and communicate with PTA members, and increase positive exposure. All posts should be clean, professional and respectful. Disagreements will be common when growing ideas, but personal attacks will not be tolerated – **See Social Media Policy**
- Members will communicate responsibly and consideration must be given when using social media
- The PTA will take all concerns and complaints seriously and there is a complaint procedure that all PTA members must adhere to – **See Complaints Policy**

Please refer to the following PTA policies for further information

- Finance Policy
- Complaints Policy
- Conflict of Interest
- Social Media
- Privacy Notice

Code of Conduct devised 2018 and reviewed May 2019, to be reviewed after the AGM 2020

Inkersall Primary Academy PTA, Inkersall Green Road, Inkersall, Chesterfield, S43 3SE
Telephone – 01246 472370, Email – inkersallpta@hotmail.com