



Plaxtol School Association

Code of Conduct

This Code of Conduct binds both Committee and non-committee members of Plaxtol School Association (PSA). These guidelines describe the basic expectations for behaviour and the importance for all PSA members to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document. In order for the PSA to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the PSA. It is distinct from any policies the school may publish.

The Code

- Any parent or guardian of a pupil attending Plaxtol School and all members of school staff are deemed to be members of the PSA, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of the PSA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PSA 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. There is a central PSA email address for communications, as well as communications through social media (PSA Facebook page, class WhatsApp groups) and regular newsletters. Any matters relating to the school, should be directed to the school office.
- Any items emailed through to the PSA email address may not be answered immediately. All committee members work on behalf of the PSA 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 PSA Committee and if necessary will be added to their next meeting agenda.
- The PSA Committee will work to the rules stated in the PSA Constitution. As per the constitution, decisions will be made by a majority vote of the elected PSA Committee members. The PSA Committee may from time to time consult with the wider membership, however the PSA 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. Names will be blacked out of the PSA meeting minutes, if necessary.

- The PSA Committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
- The PSA will not work with organisations, groups or individuals (including the accepting of donations) whose aims and objectives are in direct conflict with the purpose of the PSA, or who do not represent those of the School, or who would not put the best interests of the school / pupils first. The PSA Committee should be made aware of all organisations, groups or individuals who get involved with PSA fundraising activities. Where there is any doubt over conflicts of interest, the PSA Committee will consult the school Head Teacher for advice.
- All members of the PSA must respect the school and personal property.
- All paperwork and assets relating to the PSA are the property of the PSA, and not that of the individual. When leaving, the member should return any relevant paperwork or assets to the PSA Committee.
- Should it be deemed by the PSA Committee that any member has disregarded this Code, or their actions have brought the PSA or the school into disrepute, the PSA Committee has the right to exclude that member from future involvement. The procedure for removal of a PSA member or PSA Committee member is stated in the PSA Constitution.