

**\*ORMESBY VILLAGE SCHOOLS FEDERATION – PTFA (Name subject to change)**

**CODE OF CONDUCT**

- Any parent or guardian of a pupil attending the **ORMESBY VILLAGE SCHOOLS FEDERATION – PTFA** and all members of school staff are deemed to be members (but not committee members) of the PTFA, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of the PTFA is voluntary and not for personal gain.
- All members will act in the best interest of the PTFA 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.
- All school related matters should be forwarded directly to the relevant school office via telephone or email F.A.O: The Head.

**INFANTS:** 01493 730298 / office@ormesbyinfants.norfolk.sch.uk

**JUNIORS:** 01493 730944 / office@ormesbyjunior.norfolk.sch.uk

- All PTFA related matters / enquiries via email F.A.O: The Chair.

**PTFA:** ptachair\_ovijsf@outlook.com

- Any items emailed through to the PTFA email address may not be answered immediately. All committee members work on behalf of the PTFA 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 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 committee members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupil's or parents/guardians, is confined to the meeting, attended only by elected committee members. Names will be blacked out of the meeting minutes.
- 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 during PTFA meetings and on PTFA associated social media groups.

- All paperwork and assets relating to the PTFA are the property of the PTFA, and not that of the individual. When leaving the PTFA a member should return any relevant paperwork or assets to the PTFA Committee.
- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the PTFA or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a PTFA member or PTFA committee member is stated in the constitution.

**Agreed and signed by:**

**Date:**

**10<sup>th</sup> March 2022**

**Review Date:**

**10<sup>th</sup> March 2023**