

Harvills Hawthorn Primary School

PTA

Code of Conduct Policy



Updated by Samantha Hill

September 2024-2025

Introduction

This Code of Conduct binds both committee and non-committee members of the Harvills Hawthorn Parent Teacher Association.

These guidelines describe the basic expectations for behaviour and the importance alongside our constitution, which is a legally binding document.

In order for the PTA to function successfully, it is essential that all members agree to follow these guidelines while acting in association with the PTA.

Our Vision

“To be the very best we can be.”

Mission

Our mission is to prepare all of our children for the next stage of their lives to enable them to contribute positively, to their community,

Values

Our core values are:

Respect — Respect yourself, everything, and everyone.

Love - We show love by caring for everyone and keeping them safe. Inclusiveness — We include everybody, in everything, no matter what.

Responsibility — We own our choices and understand that everybody, is responsible

Quality - We strive to do the very best that we can and accept nothing less.

Roles

Chair – Nicola Cooke

Secretary – Samantha Hill

Treasurer – Julie Aslan

The Code

- Any parent, guardian or friend of a pupil attending Harvills Hawthorn and all members of school staff are deemed to be members of the PTA, with the vested interest in enhancing the school for the whole community.
- All work done on behalf of the PTA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PTA 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.
- Any matters relating to the school, should be directed to the school office.
- Any items emailed through to the PTA email address may not be answered. All committee members work on behalf of the PTA 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 the next meeting agenda.
- The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by 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 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.
- The committee should be made aware of any conflict of interest and the person involved should be withdrawn from the discussion around that subject.
- All members must respect the School and personal property. This includes keeping noise to a minimum around school and refraining from disrupting learning at any point.
- All paperwork and assets relating to the PTA are the property of the PTA, and not that of the individual. When leaving the PTA, a member should return any relevant paperwork or assets to the PTA Committee.

- Should it be deemed by the committee that any member has disregarded, this code or their actions have brought the PTA or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a PTA member or PTA committee member is stated in the constitution.
- A WhatsApp group is used to ensure communication is consistent and direct. This WhatsApp group is to be used professionally and for the sole purpose of PTA communication. Samantha Hill has the right to remove anybody immediately should this be deemed inappropriately.

Behaviour that will not be tolerated

- Disrupting, or threatening to disrupt, school operations (including, events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, pupils or other parents
- Threatening another member of the school community,
- Sending abusive messages to another member of the school community, including, via text, email or social media
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms, ° Any aggressive behaviour (including verbally or in writing) towards another child, or adult
- Disciplining, another person's child - please bring any behaviour incidents to a member of staff's attention
- Not following policy when handling money
- Smoking, vaping, e-cigarettes or drinking alcohol on the school premises,
- Possessing, or taking, drugs (including, legal highs)
- Bringing dogs onto the school premises (other than guide dogs).

Handling of cash

1. A date and person will be allocated to collect the cash from the children/parents.

- 2.** This money will then be locked away in the safe by Samantha Hill (school staff) and Nicola Cooke (PTA chair) and a date will be set for when this money will be counted.
- 3.** The money will only be taken out of the safe when it is going to be counted and will be paid into the PTA bank account or to pay for the relevant goods and services.
- 4.** Whilst counting the cash, there should be a minimum of 2 people present.
- 5.** Whilst counting the cash, it will need to be recorded how many individual notes and coins there are. This will need to be recorded in a book that is kept in the PTA folder.
- 6.** Once the cash has been counted, two active members of the PTA will then pay this into the PTA bank account or to pay for the relevant goods and services.
- 7.** This will then need to be recorded on the google drive finance document.