

# St James Parents and Friends Association (PFA)

## CODE OF CONDUCT

This Code of Conduct binds committee, trustees and members of St James' School Parents And Friends Association (as registered with Charity Commission, no. 1003759).

### The Code:

- Any parent or guardian of a pupil attending St James' CE VC First School Wimborne are deemed to be members of the PFA.
- All work done on behalf of the PFA is voluntary and is done for no personal gain.
- All members have the right to be heard and must respect each other's opinions, and are welcome to make relevant and positive contributions to meetings they attend.
- All members have the right to communicate with the PFA community via committee members or email [pfa@stjames.dsat.org.uk](mailto:pfa@stjames.dsat.org.uk).
- All members must ensure that any material or discussion of a confidential nature are treated accordingly. No names to be included in meetings minutes etc.
- 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 and personal property.
- All paperwork and assets relating to the PFA are the property of the PFA, not that of the individual, and should be returned to the committee when members leave.
- Should it be deemed that a member has disregarded this code and/or the constitution, the committee has the right to exclude them from involvement.

### For Committee members and Trustees:

- As committee members we work to the rules stated in the constitution and act in the best interest of the PFA charitable objectives and the school.
- Any decisions will be made by a majority vote of the elected committee members.
- As Trustees we are responsible and committed to ensuring that St James' School Parents And Friends Association as a charity is run properly, ensuring the activities are online with charitable aims and money raised and spent appropriately.

*This has been agreed and copies signed by all committee members and trustees, October 2023.*