



'So in everything, do to others as you would have them do to you'
Matthew 7:12

St Mark's CE Primary School PFTA

Code of Conduct

Introduction

This Code of Conduct binds ALL members of St Mark's C E Primary School PFTA.

These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document.

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

The Code

- Any parent, guardian or friend of a pupil attending St Mark's C E Primary School and all members of school staff are deemed to be members of the PFTA, with the vested interest in enhancing the school for all pupils.
- All members will act in the best interest of the PFTA and the school.
- All work done on behalf of the PFTA is voluntary and is done for no personal gain.
- 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 will be encouraged to make relevant and positive contributions to meetings they attend or via all areas of communication.
- All members have the right to be heard and must respect each other's opinions.
- All members have the right to communicate together responsibly without using negative or rude language that may cause distress or upset to others. Discussions should be constructed in a respectful manner with the aim of working together to achieve a mutual solution - remember this is a voluntary organisation that has been set up to enhance and advance the education and enhance the environment of the children at our school.
- All members are required to highlight any issues with the Chair or committee members either at an official meeting or on a one-to-one basis, whichever is deemed appropriate.

- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the PFTA or the school into disrepute, the committee has the right to exclude that member from future involvement in the PFTA. The procedure for removal of a PFTA member or PFTA committee member is stated in the constitution.
- The committee may request opinions and/or quick decisions via What'sApp, but all formal communications will be through the school's email address - head@st-marks.lancs.sch.uk
- ALL members should work to the rules stated in the constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee will endeavour to consult with the wider membership, however the committee's decision is final.
- As all committee members work on behalf of the PFTA on a voluntary basis, in their free time they may not be able to address issues or other matters straight away. It should not be expected that items emailed through to the school's email address be answered or dealt with immediately. Any query raised will need to be discussed by the committee and if necessary will be added to the next meeting agenda.
- 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 redacted out of the meeting minutes where necessary.
- Any matters relating to the school, staff or pupils, should be directed to the school office or Head teacher.
- All members must respect each other, the School and its personal property and that of the PFTA.
- All paperwork and assets relating to the PFTA are the property of the PFTA, and not that of any individual. When leaving the PFTA a member should return any relevant paperwork or assets to the PFTA Committee.

Agreed at a meeting on 16 October 2025