

Feathers Fundraising Team: Member Code of Conduct

Introduction

This **Code of Conduct** binds both elected committee members and non-committee members of the Feathers Fundraising Team (FFT).

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.

The main difference between a **PTA (Parent Teacher Association)** and a **Friends of** group is that a Friends group can include anyone over 18 who wants to help, while a PTA's committee includes only teachers and parents.

In order for FFT to function successfully it is essential that all members agree to follow these guidelines whilst acting in association with Southery Academy and FFT

The Code

- Any parent or guardian of a pupil attending Southery Academy and all members of school staff are deemed to be members of FFT, with the vested interest in enhancing the school for all pupils.
- The **Feathers Fundraising Team constitution** sets out how the group is operated. FFT has 3 elected Officers – Chair, Secretary and Treasurer – and 9 elected committee member posts, a **total of 12 elected committee members**.
- All other members are able to attend meetings and offer opinion but are not permitted to vote on matters arising.
- The **Elected Committee** are appointed by members to act on behalf of all members and friends and will listen to the views of all members who attend meetings
- All work done on behalf of FFT is voluntary and is done for no personal gain.
- All members will act in the best interest of Southery Academy and FFT at all times.
- All elected committee members and other members will be encouraged to make relevant and positive contributions to meetings they attend.
- All elected committee members agree and commit to attending a minimum of 6 in-person meetings each academic year. Dates for these meetings will be set at AGM for the year ahead. Other meetings may be set as necessary, but these ones should not be cancelled or bypassed.
- The FFT constitution states the minimum amount of notice required for a meeting to be advertised, and a closing date for members to submit additional agenda items.
- Elected committee members unable to attend any a meeting should notify the secretary in advance to give their apologies.
- All members have the right to be heard and must respect each other's opinions.
- All members have the right to communicate together responsibly. Matters for discussion should be circulated to all members by email where possible so that elected members can read / research ahead of meetings where applicable (e.g. to identify resources, get prices etc)

Feathers Fundraising Team

Together Everyone Achieves More

Constitution: Annex A



- Any matters relating to the school, should be directed to the school office office@soa.eastern-mat.co.uk.
- Any query raised whether by email, text, social media, dojo or in person 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 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, attended only by elected committee members. Names will be blacked out of the meeting minutes, if necessary.
- The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
- Minutes of each committee meeting, whether in person or online, will be taken and disseminated by the Secretary as soon as possible after the meeting. All members should have access to read minutes and to raise queries accordingly. The format of the minutes is set out in annex B of the constitution.
- All members must respect the school and personal property.
- All paperwork and assets relating to FFT are the property of FFT and/or Southery Academy, and not that of the individual. When leaving FFT a member should return any relevant paperwork or assets to the Elected Secretary of FFT.
- Should it be deemed by the committee that any member has disregarded this code, or their actions have brought FFT or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a FFT committee member or non-elected member is stated in the constitution.

Agreed and signed by:

MEMBER NAME

SIGNED

DATE

In the presence of:

NAME:

SIGNED:

OFFICER POST HELD: