

Sydney Grammar School St Ives Preparatory Parents' Association



PA Code of Conduct

Table of Contents

PURPOSE	3
VOLUNTEERS AND PARTICIPATION.....	3
CONDUCT OF MEMBERS AND VOLUNTEERS	3
COMMUNICATION AND MEETINGS	3
RELATIONSHIP WITH THE SCHOOL.....	4
CONFIDENTIALITY AND PRIVACY	4
CONFLICTS OF INTEREST	5
PA FUNDS, ASSETS AND RESOURCES	5
PA COMMUNICATIONS AND SOCIAL MEDIA	5
CONCERNS AND DISPUTES	5
COMPLIANCE WITH THE CODE	6
APPLICATION AND REVIEW	6

Purpose

The Parents' Association (PA) exists to support and strengthen the School community by fostering connection and engagement among parents, students and staff and supporting the aims, values and ethos of the School.

The PA relies on the contribution of its members and volunteers and seeks to foster a welcoming, connected and supportive community.

This Code of Conduct sets out the standards expected of members and volunteers when participating in PA activities, meetings, committees or positions, or when representing the PA.

Volunteers and Participation

Participation in the PA is voluntary. Members are encouraged to contribute in a way that suits them and to respect the time, contribution and responsibilities of fellow volunteers.

Members should work collaboratively, share relevant information and provide reasonable support to others involved in PA activities and functions.

No member should be pressured to undertake a PA role, activity or commitment beyond what they have agreed to contribute.

Conduct of Members and Volunteers

Members or volunteers participating in the PA are expected to:

- treat fellow members, volunteers, students and School staff with respect, courtesy and consideration;
- act in good faith and in the best interests of the PA and the School community;
- contribute constructively and respectfully, recognising that members may hold different views;
- support a welcoming and inclusive environment that encourages participation and volunteering;
- undertake agreed responsibilities responsibly and communicate where commitments cannot be met;
- respect decisions made in accordance with the PA Constitution and its usual decision-making processes;
- work collaboratively with the School and respect the respective roles of the PA and the School; and
- conduct themselves in a manner consistent with the aims, values and ethos of the School.

Communication and Meetings

Members are encouraged to participate openly and constructively in PA meetings and activities.

Different views and respectful disagreement are an appropriate part of the PA's decision-making process. Members may raise questions, express a different view or object to a matter in accordance with the processes set out in the PA Constitution.

All communication relating to PA matters, including meetings, email, messaging groups and other PA communication channels, must remain respectful and relevant to the activities and functions of the PA.

Behaviour that is intimidating, threatening, discriminatory, abusive, deliberately disruptive or personally disparaging towards another member, volunteer, student or member of School staff is not acceptable.

Relationship with the School

The PA works collaboratively with the School, and its activities are planned and conducted in consultation with the School.

The PA is not a lobbying or representative body for individual or collective grievances and does not negotiate with the School on behalf of parents.

Members must not use their PA role or PA communication channels to pursue individual or collective grievances with the School. Matters relating to a student, School staff, School policy or other School matters should be raised directly with the School through the appropriate channels.

Members must not represent their personal views as those of the PA or communicate on behalf of the PA or the School unless authorised to do so.

Members and volunteers must not use their PA role, position or access to students to intervene in, investigate, comment on or seek to resolve grievances, disputes or incidents involving students. Any concerns relating to student conduct or interactions between students must be referred to the School through the appropriate channels.

Confidentiality and Privacy

Members must respect the privacy of students, families, School staff, fellow members and volunteers.

Information obtained through participation in a PA position, committee, meeting or activity that is confidential, sensitive or not intended for general distribution must not be disclosed without appropriate authority.

Contact details, mailing lists and other information provided for PA purposes must only be used for the purpose for which they were provided.

Conflicts of Interest

Members must disclose any actual, potential or perceived conflict of interest that may influence, or reasonably be seen to influence, their participation in a PA matter or decision.

Where appropriate, a member may be asked not to participate in the relevant discussion or decision.

A PA position, information obtained through the PA, or relationships established through PA activities must not be used for personal, commercial or financial benefit.

PA Funds, Assets and Resources

Members responsible for PA funds, assets, stock or other resources must manage them responsibly and only for authorised PA purposes.

All expenditure, reimbursements and financial commitments must be made in accordance with the PA Constitution and applicable PA financial policies and procedures.

PA Communications and Social Media

PA communication channels are provided to support PA activities, functions and engagement with the School community.

They must not be used for personal disputes, individual or collective grievances, inappropriate commentary about members of the School community, or commercial purposes unless authorised by the PA.

Members must exercise appropriate judgement when referring to the PA, the School or members of the School community through social media or other digital platforms.

Personal information, photographs or information concerning students must only be used or shared in accordance with applicable School and PA requirements.

Concerns and Disputes

Where possible, concerns regarding conduct should be resolved respectfully through discussion or raised through the appropriate School channels where relevant.

Serious or repeated concerns may be referred to the PA President. Where the matter involves the President, cannot be resolved within the PA, or may adversely affect the effective operation of the PA or the interests of the School community, the matter may be referred to the Headmaster.

The School may determine an appropriate course of action in accordance with the PA Constitution.

Compliance with the Code

Members participating in PA activities, meetings, committees or positions are required to comply with this Code of Conduct.

Members holding a PA position are required to comply with this Code for the duration of their appointment.

Participation in the PA is based on mutual respect, collaboration and a shared commitment to supporting and strengthening the School community.

Application and Review

This Code may be reviewed and amended by the Executive Committee in consultation with the School. Any material change must be communicated to PA members.