



OLD BEXLEY CHURCH OF ENGLAND

VOLUNTARY CONTROLLED PRIMARY SCHOOL

Parent Forum Code of Conduct

November 2023

CODE OF CONDUCT FOR PARENT FORUM MEMBERS

1.0 Introduction

1.1 The aim of this Code of Conduct is to ensure that the Parent Forum members are clear about the expectations, obligations and duties placed on their conduct in their role as Old Bexley CE Primary School Parent Forum members.

1.2 In particular the purpose of this Code of Conduct is to ensure the highest standards of integrity in the Parent Forum, and to help members of the Parent Forum exercise their roles effectively.

1.3 The Code of Conduct is also designed to allow any party who has contact with the Parent Forum a clear understanding of the standards required by Parent Forum members. These include parents, teachers, governors and possibly, members of the wider community.

2.0 References

2.1 Each parent will have the opportunity to bring forward discussion points to the meeting that are generic (not specific cases – these are still to be dealt with by appointment through the usual school channels via teachers, senior management or Head Teacher)

2.2 Governors will also be able to bring forward discussion points to collate feedback on any new proposals or to offer information that may clarify or help avoid misunderstandings over the school's practices and policies.

2.3 The Parent Forum will have no decision making powers but will be a forum for consultations and exchange of information.

2.4 The Parent Forum will not be held responsible for any decisions that are made following consultation.

2.5 The Parent Forum will meet either termly or half termly and report back to the parents via an agreed form of communication.

2.6 The Parent Forum will also be used to inform the governing body.

3.0 Parent Forum Members' Obligations

3.1 Parent Forum Members must:

- i) Always act in a way which maintains and protects the ethos of Old Bexley CE Primary School.
- ii) Contribute constructively to Parent Forum and any associated sub-group discussions and decisions.
- iii) Ensure that any actions or decisions they take as a Parent Forum Member are known to those they represent and the wider community and are taken in an open and accountable manner.
- iv) Where required, treat all issues in an open manner unless deemed confidential.
- v) Disclose any personal interest in an issue under discussion before the discussion takes place and not participate in the discussion. If Parent Forum Members have information pertinent to an issue which they feel is relevant, this should be raised with a member of the SLT and presented in a confidential manner.
- vi) Make sure neither they nor their children receive any special treatment or gain from their position on the Parent Forum.
- vii) Respect and adhere to the decisions taken by the Parent Forum.

viii) Where a member has issue with any decisions of the Parent Forum, these should be addressed during the first available Parent Forum meeting.

ix) Represent the Parent Forum and the school positively.

x) Regularly attend meetings and any relevant events.

xi) The school representative will ensure teachers and staff are fully appraised of any proposals and be informed of any issues affecting their areas of responsibility.

xii) If Parent Forum members miss two sessions over the course of the academic year they will be asked to give up this position.

4.0 Personal Considerations

4.1 Parent Forum Members must act in the best interests of the school and must ensure that their views are put forward for the benefit of the work of the Parent Forum in support of whole school issues.

4.2 Parent Forum Members shall not speak or otherwise liaise with the Press or other media representatives without the prior approval of the Parent Forum and in consultation with the Head of School.

5.0 New Parent Forum Members

5.1 The Parent Forum will ensure that all new Parent Forum Members receive a copy of, or are provided with access to, the Code of Conduct.

5.2 When a new position becomes available, a letter will be sent out to the parents/carers of the whole year group from the school. Names will be “pulled out of a hat” to decide who the representative will be if more than one person puts their name forward.

6.0 Reporting

6.1 The Parent Forum shall agree the most suitable means of communication to the school and/or the Governing Body.

6.2 The members of the SLT on the Parent Forum shall be responsible for communicating any issues at the meeting within the school.

6.3 Dates of meetings, agendas and minutes will be distributed to members of the Parent Forum and School staff.

7.0 Complaints

7.1 In the event of any complaint about the conduct of any individual Parent Forum Member, whether raised by another Parent Forum Member or the wider community, the matter will be dealt with confidentially and impartially by a member of the SLT.

8.0 Review of this Code of Conduct

8.1 This Code of Conduct will be reviewed at least annually and amended if considered necessary by the Parent Forum.

9.0 Success Criteria

9.1 Parents feel that they have a voice and an opportunity to communicate their views.

9.2 There will be fewer expressions of concern or complaint to the Senior Management Team, Head Teacher, APAT CEO or Governors.

9.3 Greater awareness of the school's policies and practices and of the school's progress and developments.

9.4 Parents feel that they have been party to the school's progress.