



مدرسة الوحدة العربية ARAB UNITY SCHOOL

PARENT FORUM CODE OF CONDUCT

Note

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 Arab Unity School Parent Forum members.

Role & Responsibilities

- Parent forum members understand that the purpose of the Parent Forum is to support the school for the benefit of all AUS students.
- Parent forum members accept that they have no legal authority to act individually or corporately and therefore we will only speak on behalf of the Parent Forum when specifically authorized to do so by the Chairperson.
- Parent forum members accept collective responsibility for decisions made by the Parent Forum. This means they will not speak against majority decisions outside the Parent Forum meetings.
- Parent forum members will consider carefully how their decisions, advice or guidance may affect the school community.
- Parent forum members will always be mindful of their responsibility to maintain and develop the ethos and reputation of our school. Their actions within the school and the local community will reflect this.
- The Parent Forum will meet at least once termly and report back to the parents via an agreed form of communication.
- The Parent Forum Chairperson and one other parent will represent parents on the Board of Advisors to inform the governors of their initiatives.
- Parent forum members ideally act as representatives of one year-group.
- Parent forum members commit to supporting the school with the arrangement of events and other initiatives as agreed with the school management.
- Parent forum members may be invited by the school to act as judges or attendees of school events and competitions.

- Parent forum members may be invited by the school to observe teaching and learning activities.
- Parent forum members must support the school to identify and communicate with Alumni members of the school.
- Parent Forum members will not take over the responsibility of the school with regards to addressing and resolving complaints and will actively encourage other parents to follow the procedures established by the school and Parent Forum Code of Conduct.
- Parent Forum members will respect and adhere to expectations of confidentiality as applied to delicate matters of personnel, school finances, and the deliberation of policies prior to the consensus position published in the minutes of meetings.
- Parent Forum members will have the opportunity to bring forward discussion points to the meetings that are of a general nature within the year-groups they represent. They will not use Parent Forum meetings to discuss personal issues with regards to their own children. Those issues will be highlighted to the school management following the usual policies and procedures.
- The Parent Forum will have no decision-making powers but will be a forum for consultations and exchange of information.

Commitment

- We acknowledge that accepting office as a member of the Parent Forum involves the commitment of time and energy.
- We will make full efforts to attend all meetings but, where we cannot attend, explain why we are unable to when submitting regrets to the secretary.
- We will get to know the school very well and respond to opportunities to involve ourselves in school-based activities where appropriate.
- We accept that, in the interests of open sharing of information, our names will be published on the school's website and in the minutes of meetings which will be made public to interested groups and individuals; exceptions to this are aspects of executive committee discourse of a confidential nature.

Relationships

- In the Parent Forum, we will all strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously, and respectfully in communications with other members and stakeholders; Similarly, we will demonstrate active and respectful listening to fellow members' opinions, information and ideas, as well as extending this courtesy to

presenters to the Parent Forum.

- We will support the principal and school leadership in their role to ensure appropriate conduct both at meetings and other times and seek to develop effective working relationships with the school's leadership and other stakeholders.
- Parent Forum members will intentionally avoid to communicate with students or parents via social media sites such as Facebook, WhatsApp, Instagram or Snapchat to accommodate their purposes of 'access' to a Parent Forum member. We will avoid inviting, adding, or accepting 'friend' requests from students and parents for any social media sites.

Confidentiality

- We will maintain our integrity when matters are deemed confidential, ensuring matters are not discussed anywhere other than in Parent Forum meetings.
- We shall not, during or after Parent Forum membership, disclose confidential information we may become aware of whilst serving as Parent Forum member.
- We will not reveal details of any vote or decision unless this has been explicitly agreed by the Parent Forum.
- We will not seek to influence any Parent Forum member outside of meetings to attempt to steer a decision in a particular direction.

Conflicts of interest

- 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.
- Any information discussed and shared within the Parent Forum remains the intellectual property of the school. Members, when they leave the Parent Forum, will give any data, resources or information they have pertaining to the Parent Forum to the Chairperson without keeping digital versions after service on Parent Forum ends.
- During meetings any member who feels a conflict of interest with any agenda item, for example a parent governor discussing issues relevant to their child's particular year group, may declare a conflict of interest at the beginning of the meeting and, without any prejudice, leave the meeting whilst the item is being discussed.
- Parent Forum Members should disclose any interest in the decision making, whether it be personal or on behalf of another group, they consider will affect their participating in the matter under discussion.
- Parent Forum Members must not expect to receive favourable treatment because they are

a member of the Forum or represent the Forum.

- Parent Forum Members must use the normal procedures for reporting incidents or making complaints.
- 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 principal.

New Parent Forum Members

- The Parent Forum Chairperson will ensure that all new Parent Forum Members receive a copy of, or are provided with access to, the Code of Conduct.
- When a new position becomes available, a circular will be sent out to the parents of the whole year group from the Chairperson and the school. The Chairperson of the Parent Forum in collaboration with the respective Heads of Section will decide and evaluate who the representative will be if more than one person puts their name forward.

Reporting

- The Parent Forum shall agree the most suitable means of communication to the school and/or the Board of Advisors.
- The members of the Executive Leadership Group attending a Parent Forum meeting shall be responsible for communicating any issues at the meeting within the school.
- Dates of meetings, agendas and minutes will be distributed to members of the Parent Forum and School staff.

Complaints

- 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 the Principal, Vice-Principal or a member of the Executive Leadership Group.

Review of this code of conduct

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

Breach of this code of conduct

- If we believe the Parent Forum Code of Conduct has been breached, we will raise this issue with the Chairperson and the Chairperson will investigate accordingly following due process.
- The Parent Forum will only use suspension/removal after trying to resolve any difficulties or disputes in more constructive ways.
- Should it be the Chairperson that we believe has breached this code; another member should address the matter through liaison with the principal.
- Any member who misses 2 consecutive meetings without an acceptable reason, as decided by the Chairperson and Principal, may forfeit their membership to allow another parent to continue in this role.

I have read, understood, and agree to the Parent Forum code of conduct, and to my role as Parent Forum member:

Signature : _____

PRINTED NAME : _____

Date : _____