

Friends of Denver School

Code of Conduct



- Any parent or guardian of a pupil attending Friends of Denver School and all members of school staff are deemed to be members of Friends of Denver School, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of the Friends of Denver School is voluntary and is done for no personal gain.
- All members will act in the best interest of the Friends of Denver School and the school.
- Any items emailed through to the Friends of Denver School email address may not be answered immediately.
- All committee members work on behalf of the Friends of Denver School on a voluntary basis, in their free time and may not be able to address issues straight away. Any query raised with Friends of Denver School, either directly or indirectly, 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.
- All members must respect the School and personal property.
- All paperwork and assets relating to the Friends of Denver School are the property of the Friends of Denver School, and not that of the individual. When leaving the Friends of Denver School a member should return any relevant paperwork or assets to the Friends of Denver School Committee.
- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the Friends of Denver School or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a Friends of Denver School member or Friends of Denver School committee member is stated in the constitution.

Meeting Etiquette

- All members will be encouraged to make relevant and positive contributions to meetings they attend.
- All members have the right to be heard and must respect each other's opinions.
- The committee will record any decisions both offline and online, within meeting minutes, circulated to all attendees after the meeting and published on the school's website.
- The school and parents will be notified by email of meeting dates within 21 days' notice.
- All meeting venues / online details will be provided via email to ensure all who wish to 'attend' the meeting with agenda shared with joining details.
- Where meetings are online members are requested to remain on mute unless speaking.
- Where meetings are online and members wish to raise a point, please use the 'raise hand' function. The meeting Chair to ensure all those with raised hands have the opportunity to express their point.