



Registered Charity No. 1109902

# MASKS Code of Conduct

This policy was reviewed in

March 2025

This policy is to be reviewed by

March 2026



## Introduction

This Code of Conduct binds both committee and non-committee members of MASKS.

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.

In order for MASKS to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the charity.

## Code of Conduct

- Any parent, carer or guardian of a pupil attending Booker Park and Stocklake Park schools and all members of school staff are deemed to be members of the PTA, which forms part of the MASKS charity remit, with the vested interest in enhancing the school for all pupils and students.
- All work done on behalf of MASKS is voluntary and is done for no personal gain.
- All members will act in the best interest of the charity and the schools.
- 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.
- All members have the right to communicate together responsibly. Communication tends to be to all parents and staff through the school newsletters. There is also a MASKS email address for persons to contact the charity. The content will then be directed to the relevant person. Any matters relating to the school, should be directed to the school office.
- Any items emailed through to the MASKS email address may not be answered immediately. All committee members work on behalf of MASKS on a voluntary basis, in their free time and may not be able to address issues straight away. Any query raised 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 MASKS are the property of the charity, and not that of the individual. When leaving the charity, a member should return any relevant paperwork or assets to the MASKS Trustee Committee.
- Should it be deemed by the committee that any member has disregarded this code, or their actions have brought the charity or the school into disrepute, the trustees have the right to exclude that member from future involvement. The procedure for removal of a MASKS member or charity Trustee is stated in the constitution.

### **Date of Next Review**

To be reviewed March 2026