

P&C members (including executive officers, committee members, volunteers and parent representatives) are required to comply with the Department of Education and Training Code of Conduct and the *Education (General Provisions) Act 2006*. The following Code of Conduct is an extract from the P&C Model Constitution and may be used as a template.

CODE OF CONDUCT FOR P&C ASSOCIATIONS

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.

P&C Association members are to:

- act in the best interest of the total school community at all times
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy
- work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2006* and the Department of Education, Training and Employment's policies and procedures relevant to P&C Association operations.

NOTE: It is a good idea to have the Code of Conduct on the back of the **P&C Membership Application Form**. This way both can be signed at the same time and kept in the Members Register. This ensures that all members are aware of the Code of Conduct.

Application for P&C Membership for 2016 Bracken Ridge State School P&C Association

Please complete and return to the P&C Secretary

Name:

Address:

Home phone:

Mobile phone:

Email address:

I am:

- a parent of a student attending the school
- a staff member of the school
- an adult interested in the school's welfare, and my date of birth is:_____.

I am:

- applying for new membership
- renewing my membership.

I apply for membership in the Bracken Ridge State School Parents and Citizens' Association and I undertake to:

- a) promote of the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- b) comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the constitution, and any valid resolutions passed by the Association.

If a person has been convicted of an indictable offence, it is grounds for removal in accordance with the *Education (General Provision) Act 2006*.

Signature:.....

Date:

P&C Secretary Use

Date received:/...../..... Date accepted:/...../.....

Secretary's signature: Entered in P&C Register: