Friends of Indian Queens School (FOS)

Code of Conduct

Introduction

This Code of Conduct binds both committee and non-committee members of Friends of Indian Queens School (FOS).

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 the Friends of Indian Queens School (FOS) to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the Friends of Indian Queens School (FOS).

The Code

- Any parent or guardian of a pupil attending Indian Quens Primary School & Nursery and all members of school staff are deemed to be members of the Friends of Indian Queens School (FOS), with the vested interest in enhancing the school for all pupils.

- All work done on behalf of the Friends of Indian Queens School (FOS) is voluntary and is done for no personal gain.

- All members will act in the best interest of the Friends of Indian Queens School (FOS) and the school.

- 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. Communications with members will be via the Friends of Indian Queens School (FOS) email address and the dedicated Friends of Indian Queens School (FOS) Messenger groups. Any matters relating to the school, should be directed to the school office.

- Any items emailed through to the Friends of Indian Queens School (FOS) email address may not be answered immediately. All committee members work on behalf of the Friends of Indian Queens School (FOS) 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 the Friends of Indian Queens School (FOS) are the property of the Friends of Indian Queens School (FOS), and not that of the individual. When leaving the Friends of Indian Queens School (FOS) a member should return any relevant paperwork or assets to the Friends of Indian Queens School (FOS) Committee.

- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the Friends of Indian Queens School (FOS) 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 Indian Queens School (FOS) member or Friends of Indian Queens School (FOS) committee member is stated in the constitution.

This policy will be reviewed annually by the Friends of Indian Queens School (FOS) committee prior to the AGM to ensure it continues to support both the organisation and its volunteers effectively.

Date adopted: 16th October 2025