

Friends of Wymondham College Prep Code of Conduct

Introduction

This Code of Conduct binds both committee and non-committee members of Friends of Wymondham College Prep (FOWCP).

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 FOWCP to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the FOWCP.

The Code

- Any parent or guardian of a pupil attending Wymondham College Prep and all members of school staff are deemed to be members of FOWCP, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of FOWCP is voluntary and is done for no personal gain.
- All members will act in the best interest of FOWCP 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. FOWCP communicate in a variety of ways in order to reach the maximum number of supporters. Main committee communication is via a dedicated WhatsApp group and Classlist app. Communication with the wider volunteer hub is via a dedicated WhatsApp group and Classlist. Communication with the wider support network is via Year Group or Class WhatsApp groups, the FOWCP Facebook page and Classlist app. Any matters relating to the school, should be directed to the school office.
- Any items emailed through to the FOWCP email address may not be answered immediately. All committee members work on behalf of FOWCP 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 FOWCP are the property of FOWCP, and not that of the individual. When leaving FOWCP a member should return any relevant paperwork or assets to the FOWCP Committee.
- Should it be deemed by the committee that any member has disregarded this code, or their actions have brought FOWCP or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a FOWCP member or FOWCP committee member is stated in the constitution.

Agreed and signed by:

Name	Signature
Agreed by all Committee members during meeting in November 2021 – unable to sign due to being virtual meeting.	
Reviewed January 2024 as part of the change in Chair by Dan Orsborne. No changes necessary so just published again	D Orsborne
Reviewed September 2024 as part of the annual review. No changes necessary so just published again	D Orsborne

