# Helidon State School P&C Association

# SCHEDULE 2 – CODE OF CONDUCT FOR P&C ASSOCIATION

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 whole school community at all times
* act in compliance with the Constitution
* act and work within the boundaries of the *Education (General Provisions) Act 2006,* the *Education (General Provisions) Regulation 2017* and the Department of Education’s policies and procedures relevant to P&C Association operations
* 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.

P&C members (including Executive Committee members) should also abide by all expectations outlined in the school’s Parent and Community Code of Conduct if the school has one.**Application for P&C Membership for 2025**

**Helidon State School P&C Association**

Please complete and return to the P&C Secretary (in person or by email: [*secretaryhelidonp.c@gmail.com*](mailto:secretaryhelidonp.c@gmail.com))

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Email address:** |  |
| **Phone number:** |  |

**I am:**

* a parent of a student attending the school
* a staff member of the school
* an adult interested in the school’s welfare.

If you are an adult interested in the school’s welfare, please provide:

* Current Blue Card number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + - Expiry date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Date of birth\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If applicable, please provide details of your children who are students at [name of school]:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I am:**

* applying for new membership
* a returning member.

**I apply for membership of the Helidon State School Parents and Citizens’ Association and I undertake to:**

1. promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
2. 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.

**Signature:**................................................................................................................................

**Date:**.........................................................................................................................................

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| --- |
| P&C Secretary Use  Date received: …....../…......./……........ Date accepted: …....../…......./……........  Secretary’s signature: ............................................................... Entered in P&C Register. 🞎 |

*\* Date of birth details are required to link with Blue Card portal*