

The British School of Amsterdam Parents Organisation Code of Conduct

All members of the Executive Board of the Parents Organisation have agreed to operate under the following Code of Conduct without exception.

Any member of the Parents Organisation who believes this to not be the case has the right to file a complaint with the British School of Amsterdam (BSA) Integrity Committee. All complaints will be dealt with by this independent committee with no recourse.

The guidelines and Code of Conduct are for clarifying the objectives of the Parents Organisation (PO) and the roles, objectives and conduct of the members of the PO. This documents seeks to articulate these matters in a framework that all can understand.

There is no statutory framework for enforcing these guidelines and Code of Conduct. In adopting this Code of Conduct the PO are setting out their own standards and guidelines.

This Code is based on guidance drawn from the Articles of Association (AoA) a range of UK and international sources and in consultation with the IB, Working Group and the BSA Senior Management Team.

1. Objective

- 1.1. The PO provides a forum for the parents and guardians to elect parent members to the Supervisory Board of the British School of Amsterdam (BSA), and make their views known and have an influence on matters concerning the school. The PO also provides a forum for the Supervisory Board and the Management Board of the British School Of Amsterdam to report to and consult with parents and guardians.
- 1.2. The PO may also undertake other activities in support of the Foundation, such as organising class parents, liaising with teaching staff, volunteer work by parents in the school, fund raising, and other activities.

2. Organisation

- 2.1. The Foundation of the BSA includes and supports a PO
- 2.2. The PO is a body of all parents and guardians of children attending one of the schools of the Foundation. Every parent or guardian of a child registered in one of the schools of the Foundation shall automatically become a member of the PO upon enrolment of the child. There are no membership dues.
- 2.3. All members of the PO shall have one vote. Decisions by the PO shall be made a majority vote of the members present at a t meeting. The PO will have a meeting and elect and Executive Board of the PO within the first three weeks of the beginning of a new school year

3. The Executive Board of the Parents Organisation

- 3.1. The Executive Board is elected by the members of the PO
- 3.2. The vote shall take place by secret ballot. Each Executive will arrange an election meeting to be held within 3 weeks of the start of the autumn term
- 3.3. Once voted onto the Executive Board, members of the PO automatically agree to abide by the Articles of Association as laid down to the Foundation

- 3.4. The Executive will decide the format of the meeting and secret ballot and will inform the Foundation of the result of the election in writing
 - 3.5. The term of office for all Executive Board members shall end at the end of the school year
 - 3.6. The Executive Board shall consist of a Chair, Deputy Chair and Secretary, and may include additional members to be determined by the PO on recommendation from the Executive
 - 3.7. The Executive Board shall develop the PO's annual budget in consultation with the Management Board. The PO's budget will need to be approved as part of the annual budget process run by the Foundation
 - 3.8. The Executive will structure the PO to meet the needs of the parents
 - 3.9. The Executive will arrange PO meetings at least once per term for this purpose
 - 3.10. All meetings should be minuted, the minutes should be made available to all the parents
4. **Parent Members of the Supervisory Board**
- 4.1. Members of the PO make up a minimum of one-third and maximum of one half of the Supervisory Board members
 - 4.2. The Parent Organisation elects parent members of the Supervisory Board of the Foundation
 - 4.3. The Executive Board of the PO, i.e. The Chair, Deputy Chair and Secretary of the PO may also be Supervisory Board Members
 - 4.4. The Parent Supervisory Board Members should include representatives from parents of the Nursery, Junior and Upper schools
5. **Collective Responsibility**
- 5.1. The strength of the PO lies in the talents and commitment of its members and in their ability to work together as a team for the good of the school.
 - 5.2. Every member of the PO has an equal right to participate and to state his or her views. No member of the PO has the right to expect preferential treatment because of his or her status on this or any other body or group.
6. **Confidentiality**
- 6.1. If the majority of the Executive decides an item for discussion is confidential, all members of the Executive are expected to abide by that decision. Individual members of the Executive are expected to respect that confidentiality and not disclose information deemed as confidential in any other forum
 - 6.2. Should any member of the Executive disagree with the decision to keep information confidential, that member has the right to appeal through the Integrity Committee
 - 6.3. All reports are public documents after the meeting has considered them so and must be available at the school or via the school website to any member wishing to view them unless the Executive decides that they are confidential.
7. **Conduct Expected of the Executive of the Parents Organisation**
- 7.1. The Executive will encourage open expression of views at its meetings, but accept collective responsibility for all decisions made by the PO or its delegated agents.
 - 7.2. The Executive will only speak or act on behalf of the PO when authorised by the PO to do so.
 - 7.3. In discharging their duties the Executive and the PO should always be mindful of their responsibility to maintain and develop the ethos and reputation of the school and will not in any way behave in a manner that will bring the school or the PO into disrepute.