



This Code of Conduct applies to all Committee Members of the STC PTSA and serves to codify existing practices.

### Role of STC PTSA

The role of the STC PTSA is detailed in its Constitution, which also states its objectives, procedures and its means of operation. STC PTSA operates through its PTSA Committee, composed of up to twelve elected parent members, and a number of ex-officio members, including the Principal and Teaching Staff members, who represent the key managerial and leadership staff of the school.

It is the role of the STC PTSA to support school leadership in their pursuit of the Purpose, Values and Priorities of ESF Sha Tin College and to support all policies developed in consultation with stakeholders. STC PTSA should provide an additional channel of communication for parents, help parents become involved with the school, help build STC community spirit, and raise funds to support school life.

### Ethics and Values

All Committee members recognise the need for:

- Honesty, integrity, respect and courtesy to be practised at all times
- Opinions to be expressed in a constructive manner that is fair to all parties
- Honest and objective representation of views expressed within the STC community, and the avoidance of raising biased opinions or comments
- Majority decisions to be respected and supported
- Appropriate conduct at meetings that promotes positive interpersonal relationships
- Immediate disclosure of any potential or actual conflict of interest
- Prompt support, acknowledgement and affirmation of success in individual, group and school achievement and professional conduct that is in keeping with the ethos of ESF Sha Tin College
- Committee members may inform the Chair of any matters of interest; however, matters raised must be of relevance to a significant number of people in the STC community, as opposed to being of interest to an individual or a small number of people only
- The duties of all Committee members must be performed in accordance with the STC PTSA Constitution and the Code of Conduct. Membership of the Committee is a service role in the community. It is a privilege and a commitment, and duties should be exercised as such.

### Additional Responsibilities of Parent Committee Members

Parent Committee members should keep themselves apprised of issues that arise for discussion and consideration by the Committee.

## **Attendance at Meetings**

Committee members are expected to:

- Attend all Committee meetings and inform the Secretary in advance of an inability to attend a Committee meeting. Committee members are expected to attend at least 75% of scheduled meetings within an academic year.
- Attend the Annual General Meeting, as well as any Special Parent Meetings and/or Extraordinary General Meetings.

## **Communication within the STC Community**

Each Elected Committee member is required to:

- Engage in communication with all members of the STC community, provide information and advice concerning the role and functioning of the PTSA, receive comments and suggestions, advise on appropriate channels of redress, dispel inaccurate or misconstrued impressions or views, and raise appropriate matters with the Chair and Vice-chair for their further consideration.
- Maintain close liaison with parents in assigned year groups, and encourage their effective communication with, and their participation in, STC PTSA and other school-related functions.
- Address year groups concerning the objectives and functioning of STC PTSA.

## **Participation in Sub-Committees**

All Elected Committee Members are required to:

- Represent the PTSA on the School Council. The representative will be elected by the PTSA Committee.
- Represent the STC PTSA at ESF COMPAR (Committee of Parents). This is usually done by the PTSA Chair.
- Participate in the organisation of the STC/SJS School Fair.
- Participate in a reasonable number of other ad hoc committees to organise events, as needed.

## **Attendance at STC PTSA and School-related Presentations and Events**

Elected Committee Members are expected to attend as many STC PTSA and other school-related functions as possible, so as to be cognizant of, and conversant on, events happening throughout the school.

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