



Queensferry High School – Parent Council Member Guidelines

Members Should	Members Should Not
<ul style="list-style-type: none">▪ Feel like their work makes a difference to the school community▪ Treat everyone as an equal and always be respectful towards each other▪ Ensure guests leave meetings with a positive view of the PC and what it is trying to achieve▪ Respect and keep to the decisions made at PC meetings▪ Be involved and help out wherever possible▪ Work with the utmost integrity, specifically in dealing with financial matters▪ Declare any conflict of interest and avoid situations which could cause improper conduct▪ Be aware only members of the PC have a right to vote	<ul style="list-style-type: none">▪ Discuss personal issues relating to individual children, parents or school staff▪ Discuss sensitive PC matters on social media▪ Post content on social media that is negative or abusive towards the school or members of its community▪ Discuss issues with the media without prior agreement

PC Principles
<ul style="list-style-type: none">▪ Time should be used effectively▪ Everyone should be given a chance to speak and to be heard, directed by the Chair▪ All speakers should address the Chair▪ Members should contribute constructively at meetings▪ Each contribution should be valued and respected▪ No member of Parent Forum/guests should leave feeling belittled or excluded▪ Decisions will be made in the best interests of the whole school community