



Ffrindiau Ysgol Hamadryad Friends

Côd Ymddygiad

Cyflwyniad

Mae'r Côd Ymddygiad hwn yn berthnasol i aelodau'r pwyllgor ac i unigolion nad ydynt yn aelodau o bwyllgor Cymdeithas Rhieni ac Athrawon (CRhA) Ffrindiau Ysgol Hamadryad Friends.

Mae'r canllawiau hyn yn amlinellu'r disgwyliadau sylfaenol a'r pwysigrwydd i bob aelod ymddwyn yn broffesiynol ac yn foesebol, a byddant yn rhedeg ochr yn ochr â'n cyfansoddiad, sy'n ddogfen sy'n rhwymo'n gyfreithiol.

Er mwyn i'r CRhA weithredu'n llwyddiannus, mae'n hanfodol bod pob aelod yn cytuno i ddilyn y canllawiau hyn wrth weithredu mewn cysylltiad â'r GRhA.

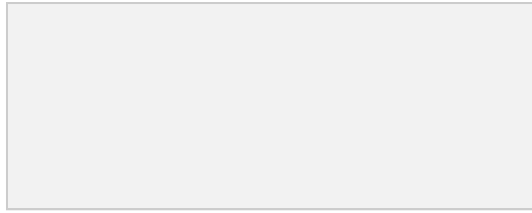
Y Côd

- Mae pob riant neu warcheidwad disgybl sy'n mynychu Ysgol Hamadryad Friends a phob aelod o staff yr ysgol yn aelodau o'r GRhA, gyda'r bwriad o wella'r ysgol i bob disgybl.
- Mae'r holl waith a wneir ar ran y GRhA yn wirfoddol ac nid er mwyn budd personol.
- Bydd pob aelod yn gweithredu er budd gorau'r GRhA a'r ysgol.
- Anogir pob aelod i wneud cyfraniadau perthnasol a chadarnhaol i'r cyfarfodydd y maent yn eu mynychu.
- Mae gan bob aelod yr hawl i gael eu clywed a rhaid iddynt barchu barn ei gilydd.
- Mae gan bob aelod yr hawl i gyfathrebu â'i gilydd mewn modd priodol. Gall unrhyw aelodau sy'n dymuno cysylltu â'r pwyllgor wneud hynny drwy e-bostio ffrindiauhamadryadfriends@gmail.com neu drwy eu Cynrychiolydd Dosbarth ar WhatsApp. Dylid cyfeirio unrhyw faterion sy'n ymwneud â'r ysgol at swyddfa'r ysgol.
- Efallai na fydd ebyst sy'n cyrraedd y pwyllgor drwy gyfeiriad e-bost y GRhA yn cael eu hateb ar unwaith. Mae gwaith pob aelod o'r pwyllgor ar ran y GRhA yn wirfoddol, ac yn cael ei gyflawni yn eu hamser ei hun felly efallai na fyddant yn gallu ymateb ar unwaith. Bydd angen i unrhyw ymholiad a godir gael ei drafod gyda'r pwyllgor a'i ychwanegu at agenda eu cyfarfod nesaf pe bai angen.
- Bydd y pwyllgor yn gweithio yn ôl y rheolau a nodir yn eu cyfansoddiad. Yn unol â'r cyfansoddiad, gwneir penderfyniadau trwy bleidlais fwyafrifol gan aelodau etholedig y pwyllgor. Gall y pwyllgor ymgynghori o bryd i'w gilydd â'r aelodaeth ehangach, ond mae penderfyniad y pwyllgor yn derfynol.

- Rhaid i bob aelod sicrhau bod unrhyw ddeunydd neu drafodaeth o natur gyfrinachol, yn enwedig materion sy'n ymwneud â staff unigol, disgyblion neu rieni/gwarcheidwaid, wedi'i gyfyngu i'r cyfarfod, a dim ond aelodau etholedig y pwyllgor yn bresennol. Bydd enwau'n cael eu hepgor allan o gofnodion y cyfarfod, os oes angen.
- Dylid rhoi gwybod i'r pwyllgor am unrhyw wrthdaro buddiannau a dylai'r person dan sylw dynnu'n ôl o unrhyw drafodaeth sy'n ymwneud â'r pwnc hwnnw.
- Rhaid i bob aelod barchu'r Ysgol ac eiddo personol.
- Mae'r holl waith papur ac asedau sy'n ymwneud â'r GRhA yn eiddo i'r GRhA, ac nid eiddo'r unigolyn. Wrth adael y GRhA, dylai aelod ddychwelyd unrhyw waith papur neu asedau perthnasol i Bwyllgor y GRhA.
- Os bydd y pwyllgor yn dyfarnu bod unrhyw aelod wedi anwybyddu'r cod hwn neu fod eu gweithredoedd wedi dwyn anfri ar y GRhA neu'r ysgol, mae gan y pwyllgor yr hawl i eithrio'r aelod hwnnw rhag ymwneud yn y dyfodol. Mae'r weithdrefn ar gyfer cael gwared ar aelod o'r Gymdeithas Rhieni ac Athrawon neu aelod o bwyllgor y Gymdeithas Rhieni ac Athrawon wedi'i nodi yn y cyfansoddiad.

Diweddarwyd ar 30.01.26 gan Hanna Lewis

Cytunwyd a llofnodwyd gan:



Ffrindiau Ysgol Hamadryad Friends

Code of Conduct

Introduction

This Code of Conduct binds both committee and non-committee members of Ffrindiau Ysgol Hamadryad Friends Parent and Teacher Association (PTA).

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.

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

The Code

- Any parent or guardian of a pupil attending Ffrindiau Ysgol Hamadryad Friends and all members of school staff are deemed to be members of the PTA, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of the PTA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PTA 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. Any members wishing to contact the committee can do so by emailing ffrindiauhamadryadfriends@gmail.com or via their Class Rep on WhatsApp. Any matters relating to the school, should be directed to the school office.
- Any items emailed through to the PTA email address may not be answered immediately. All committee members work on behalf of the PTA 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 the PTA are the property of the PTA, and not that of the individual. When leaving the PTA a member should return any relevant paperwork or assets to the PTA Committee.
- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the PTA or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a PTA member or PTA committee member is stated in the constitution.

Updated on 30.01.26 by Hanna Lewis

Agreed and signed by: