



CRAIGIE HEIGHTS PRIMARY SCHOOL

EVERY STUDENT MATTERS. EVERY MOMENT COUNTS.



School Board – Code of Conduct

1. Introduction

Board members will abide by all relevant legislation and industrial agreements and this Code of Conduct.

2. Board Decisions

Board members will take into account the following primary considerations in making Board decisions:

- a. The vision, ethos and values of Craigie Heights Primary School (“the School”);
- b. What is in the best interests of students; and
- c. What will enhance the education provided by the School.

All Board members will represent all sectors of the school community and not only one viewpoint or the view of an individual.

Board members will regularly seek the views and opinions of the whole school community, especially when new policies are being developed or major decisions undertaken that may have a significant impact on the School.

3. Members’ Conduct

In fulfilling their duties, Board members will:

- a. Conduct themselves in a civil and respectful manner at Board meetings and in the course of Board business;
- b. Promote respectful partnerships;
- c. Utilise clear and honest two-way communication and transparent process;
- d. Promote democratic, informed decision-making;
- e. Act for the benefit of the school and not for personal, professional or third party gain or financial enrichment;
- f. Demonstrate commercial reasonableness to the best of their ability;
- g. Discharge their duties in good faith and with impartiality, honesty, integrity and due diligence;
- h. Use powers of office for a proper purpose;
- i. Not engage in conduct likely to discredit the school or Board;
- j. Use information gained as a Board member for a proper purpose; and
- k. Not make improper use of school property or resources.

Members will ensure that meetings are orderly, result-oriented, efficient, productive and as fully informed as possible. Members will actively participate in meetings.

Members will maintain confidentiality and privacy with regard to sensitive matters that might arise at School Board meetings, especially matters of a personal nature relating to staff, students or parents. Members will not discuss individual school staff, students, parents, or other members of the school community at Board meetings.

A Board member who is approached by a parent with a concern will treat such discussion with discretion, protecting the confidentiality and privacy of the people involved. If the issue relates to an

operational matter of the school, the parent will be encouraged to speak with the Principal or the classroom teacher. However, if the issue relates to a school policy or procedure, it will be put on the agenda for discussion at the next School Board meeting, where it will be dealt with in a generic sense to protect the privacy of individuals involved.

Members will speak as one voice in the public arena once a decision has been made.

Conflict between School Board members will be dealt with respectfully and in accordance with the principles of natural justice.

Harassment and discrimination on any grounds is prohibited.

4. Conflicts of Interest

Board members will not allow their personal or professional interests to conflict with that of the School.

Board members will declare any conflicts of interest, real or perceived, either at the start of the Board meeting concerned or when a relevant issue arises.

A Board member who believes another Board member has an undeclared conflict of interest will specify in writing the basis of this potential conflict.

All conflicts of interest will be documented in the Board minutes.

Where a conflict of interest or potential conflict of interest is identified and/or registered, the Board member concerned will leave the room as soon as that item comes up for discussion. The concerned Board member will not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.

If a person declares themselves to have an existing or potential conflict of interest, confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and if the Board cannot resolve this allegation to the satisfaction of both parties, the matter may be referred to a Board Ethics Sub-Committee. This Sub-Committee will make a recommendation to the Board as to what action shall be taken.

Examples of conflicts of interest could be, but are not limited to:

- a. When a Board member or their immediate family or business interests stands to gain financially from any business dealings, programs or services with the School.
- b. When a Board member offers a professional service to the School.
- c. When a Board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal or professional advantage.
- d. Where a Board member or the ex-officio member of the Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of the School.

5. Meeting Attendance

If Board members are unable to attend a meeting, they must submit an apology prior to the meeting. Where a Board member misses two consecutive meetings they must provide, in writing, an explanation for this extended absence.