

Settlers Primary School



Settlers Primary School Board

Code of Conduct for Board Members

November 2012

CODE OF CONDUCT FOR BOARD MEMBERS

The following Code of Conduct guides all operations of the Settlers Primary School Board

- The primary considerations are that the school's values are in the best interests of students.
- The School Board is accountable to, and must report to, both its local school community and the Department of Education.
- The School Board will abide by all the relevant legislation and industrial agreements.
- The School Board will at all times behave in a civil and respectful manner.
- Discrimination on any grounds is prohibited, as is any form of sexual discrimination and/or harassment.
- The underlying principles of the School Board Code of Conduct include the promotion of:
 - **respectful** partnerships;
 - clear and **honest** two-way communication;
 - **transparent** processes;
 - **democratic**, informed decision making; and
 - personal and professional **integrity**.
- Conflict between School Board members needs to be dealt with respectfully and fairly and in a manner that both reflects, and is seen to reflect these; (that is, in accordance with the principles of natural justice).
- All Board members are expected to represent all sectors of the school community. Members are not there to represent just one viewpoint or the view of an individual. School Board members will therefore regularly seek the views and opinions of the whole school community, especially when policies are being developed.
- The School Board is not an appropriate forum for the discussion of individual school staff, students, parents or other members of the school community.
- A Board member who is approached by a parent with a concern relating to an individual is in a privileged position and must 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 should be encouraged to speak with the principal or classroom teacher. However, if the issue relates to a school policy or procedure, it should 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.
- Board members should respect the need for confidentiality and privacy with regard to sensitive matters that might arise at School Board meetings, especially where there are matters of a personal nature relating to staff, students or parents.

- Board Members should observe the need for orderly Board meetings and that the Board needs to “speak as one voice” in the public arena once a decision has been made.
- Board Members must declare any conflicts of interest when they arise.
- Board Members will actively participate in sub-committees and meetings. If members are unable to attend a meeting, they are requested to submit an apology before the meeting.