



SORRENTO PRIMARY SCHOOL

Code of Conduct for School Board members

- The primary considerations are that the school's values are in the best interests of students.
- A School Board is accountable to, and must report to, both its local school community and the Department of Education.
- A School Board will abide by all the relevant legislation and industrial agreements.
- A 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 Member 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 not allow their personal or professional interests to conflict with that of the School.

- Board members will declare any conflicts of interest 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's Conflicts of Interest Register.
- 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 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 will be referred to the Board's 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):
 - When a Board member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services with the school.
 - When a Board member him or herself offers a professional service to the School.
 - Where a Board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal or professional advantage.
 - 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 Sorrento Primary School.
- 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.