



# Tuart Hill Primary School Board

## CODE OF CONDUCT

### DEFINITIONS

1. In this Code of Conduct:

- **"Board"** means the Tuart Hill Primary School Board
- **"Code"** means the Board's Code of Conduct as amended.
- **"Chair"** means the Chair of the Board.
- **"Meeting"** means a meeting of the Board.
- **"Member"** means a member of the Board.
- **"Schools"** means the Tuart Hill Primary School and/or the Tuart Hill Early Learning Centre as appropriate.
- **"Student"** means a student enrolled at the School.

2. In this Code, the singular includes the plural and vice-versa.

### MEMBERS BOUND

3. Members shall abide by the Code.

### BOARD DECISIONS

4. In making decisions on matters before the Board, Members shall be guided by:

- a. the vision, ethos and values of the Schools;
- b. what is in the best interests of Students; and
- c. what will enhance the education provided by the School.

5. Members shall seek to represent members of the School community fairly and to the best of their ability.

## **CONDUCT OF MEMBERS**

6. In fulfilling their duties, Members shall, at all times, strive to:
  - a. conduct themselves in a civil and respectful manner at Meetings and in the course of Board business;
  - b. promote respectful partnerships;
  - c. use clear, open and honest communication and transparent processes;
  - d. promote democratic, informed decision-making;
  - e. act for the benefit of the Schools and not for any personal, professional or third party gain;
  - f. discharge their duties in good faith and with impartiality, honesty, integrity and diligence;
  - g. exercise their powers of office for proper purposes;
  - h. refrain from conduct likely to bring the Board and/or the Schools into disrepute;
  - i. avoid using information gained as a Member for improper purposes; and
  - j. avoid using the property or resources of the Schools in an improper manner.

## **MEETINGS**

7. Members shall ensure that Meetings are orderly, result oriented, efficient and as productive as possible.
8. Members shall actively participate in Meetings and must ensure that they have read all relevant materials prior to attending a Meeting.
9. Except where prevented from doing so by exceptional circumstances, a Member who is unable to attend a Meeting shall forward an apology to the Chair prior to that Meeting.

## **CONFIDENTIALITY**

10. Members shall keep confidential, all matters of a sensitive nature that come to their attention in the course of their membership of the Board. Sensitive matters include, but are not limited to; matters of a personal nature relating to staff, Students, parents, or other members of the school community.
11. Wherever possible, Members shall refrain from discussing individuals (whether staff, Students, parents, or other members of the school community) at Meetings.

## **BOARD SOLIDARITY**

12. Members will "speak as one voice" in public once a decision has been taken by the Board.
13. Where a Member feels unable to support a decision taken by the Board, that Member should consider resigning from the Board.

## **CONFLICT OF INTEREST**

14. Members must not allow their personal or professional interests to conflict with that of the Schools.
15. Members shall declare any conflict of interest (or potential conflict of interest) at the start of the Meeting at which the relevant issue will be raised or at the point in the Meeting when that issue arises.
16. A Member who believes another Member has an undeclared conflict of interest shall bring the matter to the attention of the Chair.
17. All declared conflicts of interest will be recorded in the Board's Conflicts of Interest Register.
18. Where a conflict of interest (or potential conflict of interest) is identified, the Member concerned will leave the room immediately prior to discussion of the matter which is the subject of the conflict of interest and shall remain outside the room until that discussion has finished.

19. A Member with a declared conflict of interest shall not vote on the matter which is the subject of the conflict of interest.
20. A Member with a declared conflict of interest shall not take part in any discussion of the matter which is the subject of the conflict of interest with other Members, unless expressly invited to do so by unanimous agreement of those Members who are not subject to the conflict of interest.
21. Examples of conflicts of interest include:
  - a. where a Member or his/her immediate family or business interests stands to gain financially from any business dealings with or programs or services provided to, the Schools;
  - b. where a Member offers a professional service to the School;
  - c. where a Member has a role on the governing body of another organization whose objects, aims, goals or activities may be in conflict with the vision, ethos and values of the Schools.

## **HARASSMENT & DISCRIMINATION**

22. The Board has a zero tolerance policy with respect to harassment and discrimination.
23. Conflict between Members shall be dealt with respectfully and in accordance with the principles of natural justice.

## **AMENDMENT & REVIEW**

24. This Code may be amended by the Board at any time and shall be reviewed by the Board at least once every three years.

## Declaration

I declare that I have read and understood the 'School Board Terms of Reference' as well as the 'Code of Conduct' for the Tuart Hill Primary Independent Public School Board and agree to abide by the code.

School Board Member

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Board Chairperson

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Document: 10 February 2016

Adopted by Board: 11 May 2016