



Code of Conduct

School Board Members



1.0 INTRODUCTION

This document details the expected behaviour (“code of conduct”) of all members of the School Board. Board members are required to sign this document signifying agreement to uphold the principles of the code, both, in letter and spirit.

The overriding principle for all Board members is:

“To act with integrity, where all decisions and actions are in the best interest of the school and students.”

2.0 BOARD DECISIONS

- 1) Board members will take into account the following primary considerations in making Board decisions:
 - a) The vision, ethos and values of Ellenbrook Primary School (“the School”).
 - b) What is in the best interests of students.
 - c) What will enhance the education provided by the School both current and future.
- 2) 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. Any issues arising from these discussions will be added to the agenda for discussion at the next board meeting. Where appropriate individual confidentiality must be maintained.
- 3) Board members will “speak as one voice” in the public arena once a decision has been made.

3.0 CONDUCT

In fulfilling their duties, Board members will:

1. Maintain personal and professional integrity.
2. Abide by all relevant legislation and industrial agreements.



3. Conduct themselves in a civil and respectful manner at Board meetings and in the course of Board business.
4. Engage in clear and honest two-way communications and transparent processes.
5. Act for the benefit of the School and not for personal, professional or third party gain or financial enrichment.
6. Board members will maintain confidentiality and privacy with regard to sensitive matters, especially matters of a personal nature relating to staff, students or parents.
7. Discrimination of any kind is prohibited.
8. Declare any conflict of interest
9. Not engage in any direct correspondence with the media but will direct all communications to the principal or board chairperson.
10. Maintain appropriate levels of confidentiality at all times. This includes
 - a. Ensuring all Board documents are kept secure.
 - b. Access to Email and other forms of electronic communication are restricted to board members only.
 - c. Care is taken when discussing Board matters outside of board meetings to ensure conversations are not inadvertently overheard.

4.0 MEETINGS

In fulfilling their duties, Board members will:

1. Review, **in advance**, all materials relating to items to be discussed at the next board meeting. This will allow for efficient and productive meetings.
2. Board members unable to attend a meeting will submit an apology prior to the meeting.
3. Board members will actively participate in meetings.
4. If Board members are unable to attend a meeting, they must submit an apology prior to the meeting.



5. A Board member who fails to attend three consecutive meetings of the Board may have their membership terminated at the discretion of the Board members via a majority vote (Clause 15 of Terms of Reference).

Board Member Name

Signature

Date

