



MAYLANDS PENINSULA PRIMARY SCHOOL BOARD

CODE OF CONDUCT FOR MEMBERS

INTRODUCTION

1. Members of the Maylands Peninsula Primary School Board ("the Board"), including appointed, elected and ex-officio members ("Board members") will abide by all relevant legislation, industrial agreements and this Code of Conduct.

BOARD DECISIONS

2. Board members will take into account the following primary considerations in making Board decisions:
 - a. The vision, ethos and values of Maylands Peninsula Primary School ("the School");
 - b. The best interests of students attending the School;
 - c. The enhancement of educational services provided by the School.
3. In making Board decisions, Board members will have regard to the interests of all sectors of the School community.
4. Board members will regularly seek the views and opinions of the whole School community, especially when new policies are being developed or major decisions being made that may have a significant impact on the School.

BOARD CONDUCT

5. 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. Utilise clear and honest communication and transparent processes;
 - c. Promote democratic, informed decision-making;
 - d. Act for the benefit of the School and not for personal, professional or third-party gain or financial enrichment;
 - e. Demonstrate commercial reasonableness to the best of their ability;
 - f. Discharge their duties in good faith and with impartiality, honesty, integrity and due diligence;

- g. Not engage in conduct likely to discredit the School and/or the Board;
 - h. Use information gained as a Board member only for proper purposes;
 - i. Use School property or resources only for proper purposes.
6. Board meetings will be conducted in an orderly and efficient manner, and are to be as productive, results-oriented and fully informed as possible.
 7. Board members will actively participate in meetings.
 8. Board members will maintain confidentiality and privacy in relation to all matters discussed at School Board meetings, especially matters of a personal nature relating to staff, students or parents.
 9. Except as required for the proper conduct of the Board's business, Board members will not discuss individual school staff, students, parents or other members of the School community at Board meetings.
 10. A Board member who is approached by a parent or other member of the school community with a concern will treat any discussion with that person with discretion, protecting the confidentiality and privacy of the people involved. If the issue relates to a School operational matter, the person raising the issue 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 Board meeting, where it will be dealt with as a generic issue to protect the privacy of individuals involved.
 11. Board members will "speak as one voice" in the public arena once a Board decision has been made.
 12. Conflict between Board members will be dealt with respectfully and in accordance with the principles of natural justice. Formal written complaints will be dealt with via the school's Complaints Management Process.
 13. Harassment and discrimination on any grounds is prohibited.

CONFLICT OF INTEREST

14. As far as reasonably practicable, Board members will not allow their personal or professional interests to conflict with the interests of the School.
15. Where a conflict of interest does arise, the Board member will declare the conflict of interest at the start of the relevant Board meeting or, if the conflict arises during a Board meeting, as soon as the conflict arises.
16. A Board member who believes another Board member has an undeclared conflict of interest may raise their concerns at the relevant Board meeting and will specify in writing to the Board as soon as practicable after the relevant meeting the basis of the alleged conflict.

17. All conflicts of interest will be documented in the Board's Conflicts of Interest Register.
18. Where an existing or potential conflict of interest is identified and/or registered, the Board member concerned will leave the room as soon as the relevant issue comes up for discussion. The Board member will not vote on the issue, or take part in any Board discussion on the issue (either in the meeting or with other Board members before or after the relevant Board meeting), unless expressly invited to do so by unanimous agreement of the remaining Board members present at the meeting.
19. If a Board member alleges that another Board member has an undeclared conflict of interest, whether existing or potential, and if the Board cannot resolve the allegation to the satisfaction of both parties, the matter will be referred to the Board's Ethics Sub-Committee. The Sub-Committee will make a recommendation to the Board as to what action should be taken. Until the issue is resolved, the Board will as far as practicable refrain from discussing or voting on the issue.
20. Examples of conflicts of interest include (but are not limited to):
 - a. When a Board member or his or her immediate family or business interests stand to gain financially from any dealings with the School.
 - b. When a Board member him or herself offers a professional service to the School.
 - c. When a Board member stands to gain personally or professionally from any insider knowledge gained as a result of their membership of the Board.
 - d. Where a Board member has a role on the governing body of another organisation, where the activities of that other body may be in conflict or competition with the activities of the School.

APOLOGIES

21. A Board member who is unable to attend a Board meeting will submit an apology to the Board's Executive Officer prior to the meeting.