

Code of Conduct for Harmony Primary School

Board Members

Generally

1. Every decision that the Harmony Primary School Board (“the Board”) makes, every policy that it formulates and every action ultimately taken will seek to accord with the vision, ethos and values of Harmony Primary School (“the School”) as it exists from time to time.
2. When exercising the powers of decision making, planning and/or facilitation, each Board member will take all reasonable steps to:
 - (a) act in the best interests of students generally and enhance the education provided by the School;
 - (b) comply with relevant legislation, policies, agreements and other appropriate documentation;
 - (c) behave in a civil and respectful manner; and
 - (d) work in the spirit of collaboration and mutuality.
3. The Board is accountable at all levels and must report to the School community as well as the Department of Education (WA).
4. Conflict between Board members shall be dealt with respectfully, fairly and in a manner that reflects (and is seen to reflect) the principles of natural justice.

Board Membership

5. Membership on the Board will be for a period of two years. Board Members may serve consecutive terms.
6. Membership on the Board should, as much as possible, reflect the diversity of the School community.
7. Board members must put forward as many School community group viewpoints and interests as possible, instead of only one viewpoint or the particular view of the individual member. Board members will, therefore, regularly seek the views and opinions of the whole School community, especially when new policies are being developed.

General Board Conduct

8. In fulfilling their duties, Board members will:
 - (a) conduct themselves in a civil and respectful manner;
 - (b) utilise clear, honest, two-way communication and transparent processes;
 - (c) promote democratic and informed decision-making & encourage respectful partnerships;

- (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; and
 - (g) use the powers of office for a proper purpose.
9. Board Members will NOT:
 - (a) engage in conduct likely to discredit the School or Board;
 - (b) use information gained as a Board member for any improper purpose; and/or
 - (c) make improper use of any School property or resources.
 10. Board Members acknowledge that as part of their appointment to the Board they have a duty of confidentiality to the School and agree to sign the Board's Confidentiality Agreement.
 11. Any Board member who is approached by a parent with a concern will treat the discussion with discretion and protect the confidentiality and privacy of all people involved. If the issue raised relates to an operational matter of the school, the parent will be encouraged to speak with the principal or the classroom teacher. If, however, the issue relates to a school policy or procedure, it will 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 all individuals involved.
 12. Board members will "speak as one voice" in the public arena once a decision has been made by the Board.
 13. Harassment and discrimination (on any ground) is prohibited.

Board Meetings

14. Board meetings will be as orderly, result-oriented, efficient, productive and as fully informed as possible.
15. Board members will actively participate in all Board and sub-committee meetings.
16. Board members will maintain confidentiality and privacy with regard to ALL sensitive matters that might arise at School Board meetings (especially those that are brought to their attention as being sensitive or which relate to a personal staff, student or parent matter).
17. Board members will not talk about individual school staff, students, parents, or other members of the school community at Board meetings.
18. Full attendance at all meetings is expected by all Board members unless extenuating circumstances arise.
19. If a Board member is unable to attend a meeting, he or she must submit a formal apology as

soon as possible before the relevant meeting.

20. Board members must not fail to attend two or more consecutive meetings without good reason and without previously obtaining the prior permission of all other Board members.

Conflicts of Interest

21. Board members will not allow their personal or professional interests to conflict with that of the School or the Board generally.
22. Board members will declare all potential and actual conflicts of interest (either at the start of the Board meeting concerned or as and when a relevant issue arises).
23. Any Board member who believes another Board member has an undeclared conflict of interest must raise that with the Board. A written record should be made documenting the concern and explaining the basis of the potential conflict.
24. Where an actual or potential conflict of interest is identified and documented, the Board member believed to have the conflict must immediately leave the room as soon as the relevant item comes up for discussion. That Board member must not initiate or take part in any Board discussion on that item or topic (either in the meeting or with any other Board member before or after a Board meeting) or vote on the issue UNLESS expressly invited to do so by unanimous agreement (documented in writing) by all other members present.
25. If a Board member declares themselves to have existing or potential conflict of interest, confidentiality will be respected.
26. If one Board member alleges that another Board member has a conflict of interest (whether actual or potential) and the Board cannot resolve the allegation to the satisfaction of both parties the:
 - (a) matter will be referred to the Board's Ethics Sub-Committee ("the Sub-Committee"); and
 - (b) the Sub-Committee will make a recommendation to the Board about what action shall be taken.
27. Examples of conflicts of interest could be (but are not limited to):
 - (a) When a Board member (or his/her immediate family or business interest) stands to gain financially from any business dealings, program or services with the School;
 - (b) When a Board member offers his or her professional service to the School;
 - (c) When a Board member stands to gain personally or professionally from any insider knowledge (if that knowledge is used for personal or professional advantage);
 - (d) Where a Board member or the ex/officio member of the Board has a role on the governing body of another organisation and the activities of that other body may be in direct conflict or competition with the activities of Harmony Primary School.

Removal from the Board

28. Any person may call a special meeting to discuss the removal of another Board member ("the relevant person") from the Board.
29. The Chairperson must provide the relevant person with written notice of the intention to remove at least three days before the special meeting.
30. The relevant person is not entitled to attend the special meeting but is entitled to present his or her case in a written statement of less than 1000 words for circulation to other Board members.
31. A majority vote at the special meeting shall decide the removal issue, which will take effective immediately.
32. The Chairperson must advise the relevant person of the outcome of the special meeting in writing and as soon as possible after the special meeting.

Review of the Code of Conduct

33. The Code of Conduct will be reviewed annually.
34. Amendments to the Code of Conduct may be made at any time considered appropriate.

AGREEMENT TO CODE OF CONDUCT

School Board Member

NAME: _____

SIGNATURE: _____

DATE: _____