



# CODE OF CONDUCT FOR SCHOOL BOARD MEMBERS

(Updated November 2016)

It is understood that ALL Banksia Park Primary School Board members will abide by all relevant legislation, industrial agreements and this Code of Conduct. The primary purpose of all School Board business must be in the best interests of students at Banksia Park Primary School. This School Board is accountable to both its local school community and the Director General.

School Board members will take into account the following primary considerations when making decisions:

- the vision and values of Banksia Park Primary School
- what is in the best interests of students at Banksia Park Primary School and
- what will enhance the education provided by Banksia Park Primary School.

The underlying principles of this School Board's 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**.

This is further demonstrated by:

**Personal Behaviour** It is expected that Board Members will:

- Act ethically, with honesty and integrity, in the best interests of school at all times
- Not make improper use of their position as Board Members to gain advantage for themselves or for any other person
- Exercise due care, diligence and skill
- Take individual responsibility to contribute actively to all aspects of the Board's role according to the terms of reference
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures
- Make reasonable enquiries to remain properly informed
- Understand the financial, strategic and other implications of decisions
- Act in a financially responsible manner
- Understand financial reports, audit reports and other financial material that comes before the Board
- Attend as many Board meetings as possible
- Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare
- Not harass, bully or discriminate against colleagues, members of the public and/or employees
- Contribute to a harmonious, safe and productive Board environment/culture through professional workplace relationships

**Communication and Official Information** It is expected that Board Members will:

- Channel all communication between Board and staff on business matters through the Chairperson and the Principal
- Not disclose official information or documents acquired through membership of the Board, other than as required by law or where agreed by decision of the Board
- Not make any unauthorised public statements regarding the business of school
- Support, adhere to and not contradict the formal decisions of the Board made in its meetings
- Respect the confidentiality and privacy of all information as it pertains to individuals
- Ensure information gained as a Board Member is only applied to proper purposes

**Conflicts of Interest** It is expected that Board Members will:

- Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest
- Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of the school
- Where conflicts of interest do arise, ensure they are managed in the public interest
- Ensure that they decline gifts or favours that may cast doubt on their ability to apply independent judgment as a Board member

**In addition, Board Members commit to:**

- Taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring within the Board
- Taking responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the Board of Banksia Park Primary School