



Ardross School Board Members Code of Conduct February 2019

- The primary consideration is that the school's values are in the best interests of students.
- Ardross Primary School Board abides by all the relevant legislation and industrial agreements.
- Ardross Primary School Board is accountable to both its local school community and the Director General or delegate.
- Ardross Primary School Board encourages members to behave in a civil and respectful manner, avoiding discrimination, harassment and bullying.
- The underlying principles of 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.
- Conflict between Ardross Primary School Board members is dealt with respectfully and fairly and in a manner that reflects the principles of natural justice.
- Ardross Primary School Board members declare any conflicts of interest when they arise. Board members who have declared a conflict of interest are not entitled to vote on that issue.
- Ardross Primary School Board members are expected to represent the school community. Members do not represent one viewpoint or the view of an individual or for example, political or religious affiliations. Board members therefore regularly seek the views and opinions of the whole school community, especially when policies are being developed.
- Ardross Primary School Board members respect the need for confidentiality and privacy with regard to sensitive matters that might arise at board meetings, especially where there are matters of a personal nature relating to staff, students or parents.
- Ardross Primary School Board is not an appropriate forum for the discussion of individual school staff, students, parents or other members of the school community.



- A board member who is approached by a parent with a concern relating to an individual is in a privileged position and is expected to treat such discussion with discretion, protecting the confidentiality and privacy of the people involved. If the issue relates to an operational matter of the school, the parent should be encouraged to speak with the principal or classroom teacher. If the issue relates to a school policy or procedure, it is put on the agenda and approached in a generic sense to protect the privacy of individuals involved.
- Ardross Primary School Board “speaks as one voice” in the public arena once a decision has been made.
- Ardross Primary School Board members actively participate in sub-committees and meetings as the need arises.
- If members are unable to attend a meeting, they are requested to submit an apology before the meeting. There is no requirement for board members who are also current members of Parliament or local government or are planning to nominate as candidates for an election to resign from the board. However, it may be appropriate for these board members not to attend board meetings in the period leading up to the election if the board or the member considers there is a real or perceived conflict of interest.

Reference Department of Education and Early Childhood Development Victoria (2009) Making the Partnership Work (used with permission).

Signatures of the Board

Date

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