



CODE OF CONDUCT FOR SCHOOL BOARD MEMBERS

1. INTRODUCTION

This document details the expected behaviour (“code of conduct”) of all members of the Kapinara 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 ethically and with integrity, where all decisions and actions are in the best interests of the school and students”

2. BOARD DECISIONS

1. Board members will take into account the following primary considerations in making Board decisions:
 - a) The vision, purpose and values of the school
 - b) What is in the best interests of the 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.
3. Board members will “speak as one voice” in the public arena once a decision has been made.

3.1. CONDUCT

In fulfilling their duties, Board members will:

1. Maintain personal and professional integrity.
2. Abide by all relevant legislation and where appropriate, all relevant 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, profession or third party gain of 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. Not discriminate in any way.
8. Declare any conflict of interest.
9. Not engage in any direct correspondence with the media, but will direct all communications to the principal, board chairperson or nominated board member.
10. Maintain appropriate levels of confidentiality at all times. This includes:
 1. Ensuring all Board documents are kept secure.
 2. Access to email and other forms of electronic communication are restricted to Board members only.
 3. Taking care when discussing Board matters outside of Board meetings to ensure conversations are not inadvertently overheard.
11. When approached as a Board member by a parent with a concern relating to an individual, treat discussions with discretion, and where appropriate, protecting the confidentiality and privacy of the people involved. If an issue relates to an operational matter of the school, the parents should be encouraged to speak firstly with the classroom teacher and if there is no resolution, the principal. If the issue relates to a school policy or procedure, it should 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 individuals involved.

4. 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. If unable to attend a meeting, Board members will submit an apology prior to the meeting.
3. Board members will actively participate in meetings and sub-committee meetings.

Board Member Name

Signature

Date