



Code of Conduct

Wembley Downs Primary School Board

Introduction

1. Board members will abide by all relevant legislation, industrial agreements and this Code of Conduct.
2. The Board is accountable to both the local school community and the Director General

Board decisions

1. When taking Board decisions, Board members will consider:
 - what is in the best interests of the students of Wembley Downs Primary School (“the School”);
 - strengthening the quality of education provided by the School; and
 - enhancing the vision, strategy and values of the School.
2. The Board “speaks as one voice” in the public arena once a decision has been made.
3. All Board members will seek to fairly represent all sectors of the School community and not champion a cause and/or selectively promote the view of an individual or sub-group.
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 undertaken that may have a significant impact on the School. The Board encourages a diversity of views to be expressed in the discussions leading to a decision.
5. Following inclusive and extensive debate suitable to the circumstance, all Board decisions made according to the Board Code of Conduct are final. The individual views of Board members shall not be discussed with members of the school community following a vote, nor shall Board privacy or confidentiality be breached by subsequent public or private discussion.

Board conduct

1. In fulfilling their duties, Board members will:
 - act for the benefit of the School and not for personal, professional or third party gain;
 - discharge their duties in good faith and with impartiality, honesty, integrity and due diligence;
 - be respectful in Board meetings and in the course of Board business;
 - promote open, transparent, democratic, informed decision-making;
 - use clear and honest two-way communication;
 - use information gained as a Board member and any powers of office to directly benefit the School only;
 - keep all Board discussions, proceedings and information private and confidential;
 - not engage in conduct likely to discredit the School or Board; and
 - not make improper use of School property or resources.
2. Board members will ensure that meetings are orderly, efficient and productive;
3. Board member will attend meetings as fully informed as possible;
4. Board members will actively participate in meetings and in the event that they cannot make a scheduled meeting, they will notify the full Board in advance.
5. Board members will maintain confidentiality and privacy with regard to sensitive matters that might arise at School Board meetings, especially matters of a personal nature relating to staff, students or parents.

6. Board members must carefully consider what is discussed on email outside of Board meetings and should not post anything to social media that concerns the Board, the School and/or parents, students or teachers at the School.
7. Board members will not discuss individual school staff, students, parents, or other members of the school community at Board meetings, unless such discussion is proposed by the Principal as a proper matter for Board consideration.
8. A Board member who is approached by a parent with a concern will treat such discussion with discretion, protecting the confidentiality and privacy of the people involved.
 - a. If the issue relates to an operational matter of the school, the parent will be encouraged to speak with the Principal or the appropriate classroom teacher.
 - b. However, if 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 individuals involved.
9. Conflict between School Board members will be dealt with respectfully and in accordance with the principles of natural justice.
10. Harassment and discrimination on any grounds is prohibited.

Conflicts of Interest

1. Board members will not allow their personal or professional interests to conflict with that of the School.
2. Board members will declare any conflicts of interest either at the start of the Board meeting concerned or when a relevant issue arises.
3. A Board member who believes another Board member has an undeclared conflict of interest will specify in writing the basis of this potential conflict to the Chair. Should the conflict of interest involve the Chair, then such written disclosure shall be made to the Deputy Chair and/or the Principal.
4. All conflicts of interest will be documented in the Board's Conflicts of Interest Register.
5. Where a conflict of interest or potential conflict of interest is identified and/or registered, the Board member concerned will leave the room as soon as that item comes up for discussion. The concerned Board member will not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.
6. If a person declares themselves to have existing or potential conflict of interest, confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and if the Board cannot resolve this issue 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 shall be taken.
7. Examples of conflicts of interest could be (but are not limited to):
 - When a Board member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services with the School.
 - When a Board member him or herself offers a professional service to the School.
 - When a Board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal or professional advantage.
 - Where a Board member or the ex/officio member of the Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of Wembley Downs Primary School.