



## **Board Code of Conduct 2019**

*Based on the AISWA guidelines Created September 2012 – Reviewed 2016/2018*

**This Code of Conduct sets out the duties and responsibilities of the School Board and of its members. It should be read in conjunction with the Constitution.**

### **The Board**

1. In the context of the Board's responsibility for the governance and strategic planning of the School, the Board will perform the following functions:
  - a) govern the administration of the affairs, property and funds of the Association;
  - b) provide a focus and a forum for the involvement of parents and the school community;
  - c) ascertain the educational needs of the community and the attitude of the community to educational developments within the school;
  - d) maintain a satisfactory standard of education and level of care for students and ensure the quality of the educational programs of the school;
  - e) ensure the development and implementation of effective processes to plan, monitor and achieve improvements in student learning;
  - f) ensure that the cultural and social diversity of the community is considered, and particular needs are appropriately filled;
  - g) direct the broad direction, vision and strategic planning of the school in line with the Objectives of the Association;
  - h) develop, monitor and review the objectives and targets of the strategic plan;
  - i) consider, approve and monitor human resource and asset management plans;
  - j) determine policies of the School including policies for the safety, welfare and performance management of students;
  - k) determine the application of the total financial resources available to the School including the regular review of the budget;
  - l) report to the school community on the strategic plan, the finances of the School, the operational plans and the Board's operations;
  - m) determine and implement all expenditure on capital projects;
  - n) ensure compliance of the School with the requirements of any applicable Act including the School Education Act and the Guide to the Registration Standards and Other Requirements for Non-Government Schools; and

- o) set the annual tuition fee based on the annual budget submitted by the Principal for the approval of the Board.
2. The Board is responsible for:
- a) governance and management of the affairs of the Association;
  - b) the employment, performance management and dismissal of the Principal and defining a duty statement for the Principal;
  - c) unresolved complaints, including those concerning the conduct of the Principal; and
  - d) overseeing the proper care and maintenance of any property owned by the Association.

### **Board Members**

1. Board members must provide a current (less than three months old) National Police Certificate to demonstrate their fitness for the position within 2 months of joining the Board. Any person with any criminal convictions showing on their police clearance, is ineligible to be an office bearer. Any indictable offence is ineligible to sit on Board. An individual with a simple offence may be accepted as a Board member at the discretion of the Board. Before joining the Board, members will also undergo an ASIC Register check, sign a Responsible Persons Declaration and provide a valid WWCC to ensure their eligibility.
2. A Board member's first obligation is to be informed about the school's history, Values and Philosophy, Strategic Plan, operations and concerns. An Induction folder will be provided to all Board members joining the Board and it is expected members familiarise themselves with all documents and refer to this regularly.
3. Board members have a responsibility to support the Board and Principal actively and to demonstrate that support within the school community.
4. Board members may not become involved in the operations of the school unless requested to do so by the Principal.
5. A Board member must refer any matter of internal school administration to the Principal and not become involved in matters outside the jurisdiction of a Board member. A Board member must not attempt to deal with such situations nor canvass such issues with other parties.
6. Members sit on the Board as individuals charged with furthering the interests of the school as a whole and not those of any particular section of the school community. Members who are parents must take particular care to separate the interests of the school from those of a child.
7. Board members must accept that their membership places special constraints on them as a member of the school community. Members must, in particular, exercise caution in conversations with others regarding school affairs, being ready to listen to opinions but not to offer them unless they are in line with resolved Board opinions. Members may not engage in gossip, lobbying or other activities that could be seen as indicating a different view to that of the Board or the Principal. Any concerns raised by a community member should be directed to the Board Parent Liaison for resolution.
8. A Board member must work collaboratively with fellow Board members in a spirit of harmony and cooperation despite differences of opinion that may arise. If a member has an unresolved issue, it may be discussed with the Board Chair to clarify an appropriate course of resolution.

9. Members have an absolute duty of confidentiality with regard to Board affairs. A member may not discuss with an outside party matters under consideration in the Board unless and until such matters have been disclosed publicly by the Board.

### **Board Meetings**

1. A Board member is expected to attend not less than 75% of Board meetings.
2. A member should come to meetings prepared, having read the minutes of previous meetings and other pertinent material, and should participate in the consideration of all matters before the Board. Only through the sharing of diverse opinions can constructive decisions be reached. Members have an obligation to participate in debates on issues before the Board.
3. Board meetings will follow our Standing Orders procedures (meeting agreements). Any items for discussion must be placed on the Agenda prior to a meeting to enable all members to prepare adequately.
4. Members must ensure that there is no conflict of interest in their work or decisions whether for pecuniary interests such as financial gain or loss or other material benefits; or non-pecuniary interests such as favours, personal relationships and associations. This applies also to family members. All potential conflicts of interest shall be raised and recorded in the Board meeting minutes and relevant members shall not take part in related discussions and decisions.
5. The Board as a whole sets policy. An individual member should never seek to impose a personal agenda on the Board or Principal.
6. A member should not hesitate to ask questions. A full understanding of the issues is a prerequisite to casting an informed vote.
7. Board members must at all times ensure that their decisions are consistent with the ethos of the school.
8. All members are required to support resolutions passed by the Board and may not express views outside Board meetings. No member may discuss with an outside party differing views that may have been expressed at Board meetings nor who expressed them.

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