



CODE OF CONDUCT

Upper Swan Primary School Board Members

- The primary considerations are that the school's values are in the best interests of students;
- A School Board is accountable to, and must report to, its local school community.
- A School Board will abide by all the relevant legislation and industrial agreements.
- A School Board member will at all times behave in a civil and respectful manner both during meetings and when interacting with members of the wider school community.
- Discrimination on any grounds is not tolerated.
- The underlying principles of the School Board Code of Conduct include the promotion of:
 - respectful partnerships;
 - Clear and honest communication with one another and those we represent;
 - transparent processes;
 - democratic, well informed decision making; and
 - Personal and professional integrity.
- Conflict between School Board members needs to be dealt with respectfully and fairly and in a manner that both reflects, and is seen to reflect these.
- All School Board members are expected to represent all sectors of the school community. Members must not represent just one viewpoint or the view of an individual. School Board members will therefore regularly seek the views and opinions of the whole school community, especially when policies are being developed.
- The control and management of the day to day operations and organisation of our school is the responsibility of the Principal.
- The 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 must treat such discussion with discretion, and the parent must refer the matter to the Principal or classroom teacher.
- Board members should respect the need for confidentiality and privacy with regard to sensitive matters that might arise at School Board meetings, especially where there are matters of a personal nature relating to staff, students or parents.
- Board members should observe the need for orderly meetings.
- Board members must commit to the understanding that, once a decision has been made, the Board "speaks as one voice" in the public arena.
- Board members must declare any conflicts of interest as they arise.
- Board members will actively participate in sub-committees and meetings. If members are unable to attend a meeting, they are requested to submit an apology before the meeting.
- Board members commit to performing their roles and responsibilities; especially in relation to being fully prepared for meetings.
- Board members agree to comply with team norms.

Upper Swan Primary School Board - Norms

As members of Upper Swan Primary School Board, these norms determine how we interact as a group. They outline the expectations we have of one another during our meetings.

1. We will treat each other respectfully

- Allow people to speak without interruption and endeavor to listen actively.
- Use positive body language.
- Politely encourage members to voice their opinion.
- When asking questions, phrase them in a positive way.

2. Respect each other's privacy

- Talk about the "what" not the "who" to an appropriate audience
- Only share only relevant information in a positive way.

3. A) We make decisions using a collaborative approach and consensus

- All ideas are valued and shared, both in the meeting and afterwards.
- Pros and cons are discussed with a team mentality.
- All School Board Members participate in the decision making process

B) School Board members will support decisions made by:

- Implementing and supporting decisions publicly
- Reviewing the impact of decisions regularly and make adjustments if necessary.

4. We are active participants who value the positive contributions of others

- Everyone's contribution is valued and considered
- Contributions are positively expressed
- Protocols are in place to allow everyone the opportunity to speak
- Everyone has a shared responsibility to achieve the School Board outcomes
- THINK before speaking:

T	Is it true?
H	Is it helpful?
I	Is it inspiring?
N	Is it necessary?
K	Is it kind?

Expectations – Our expectations support our teams to work effectively

- Everyone is punctual and prepared
- Board members are informed of the agenda and venue in a timely manner
- Board members follows the actions that are decided upon within the meeting
- Stay on task – adhere to the agenda
- Mobile phones are to be switched off or on silent during meetings
- Roles within the team are made clear
- Leader of each team to keep the team on task
- Minutes of the team meetings to be distributed and saved in **All Staff: Meeting Minutes2016: select the file appropriate to the meeting.**