



SCHOOL BOARD CODE OF CONDUCT

The values of Mount Claremont Primary School are ***Excellence, Integrity, Respect and Resilience***. This Code of Conduct for School Board members reflects these values.

1. The School Board promotes:
 - respectful partnerships.
 - clear and honest two-way communication.
 - transparent processes.
 - democratic, informed decision making; and
 - personal and professional integrity.
2. The School Board abides by all the relevant legislation and industrial agreements.
3. Board members are expected to behave in a civil and respectful manner, avoiding discrimination, harassment and bullying.
4. Conflict between Board members is dealt with respectfully and fairly and in accordance with section 14 of the MCPS School Board Terms of Reference.
5. Board members attend all meetings. A member who is unable to attend a meeting is expected to submit an apology to the Chair prior to the meeting.
6. Board members prepare for meetings and make reasonable enquiries to remain properly informed about the implications of decisions.
7. Board members actively participate in sub-committees and meetings as the need arises.
8. Board members contribute in a constructive, courteous and positive way to enhance good governance and the reputation of the Board.
9. 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 matter.
10. Board members are expected to represent the school community. Therefore, they regularly seek the views and opinions of the whole school community, especially when policies are being developed.
11. Board members do not disclose information or documents acquired through membership of the Board, other than as required by law or were agreed by decision of the Board.
12. Board members respect the need for confidentiality and privacy about sensitive matters that might arise at Board meetings.
13. The Board is not an appropriate forum for the discussion of individual school staff, students, parents or other members of the school community.
14. A Board member who is approached by a parent with a concern relating to an individual is expected to treat the matter with discretion. If the issue relates to an operational matter of the school, the parent should be encouraged to speak with the principal or the 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.
15. The Board speaks as one voice in the public arena once a decision has been made.

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