

Caralee Community School
School Council
Members' Code of Conduct



Members' Code of Conduct

"Courage, Confidence & Self-Discipline"

Caralee Community School
School Council
Members' Code of Conduct

Introduction

1. Council members will abide by all relevant legislation, industrial agreements and this Code of Conduct.

Council Decisions

2. Council members will take into account the following primary considerations in making Council decisions:

- a) the vision, ethos and values of Caralee Community School;
- b) that is in the best interests of the students, and
- c) what will enhance the education provided by the School.

3. All Council members will represent all sectors of the School community and not only one viewpoint or the view of an individual.

4. Council 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 significant impact on the School.

Council Conduct

5. In fulfilling their duties, Council members will:

- a) conduct themselves in a civil and respectful manner at Council meetings and in the course of Council business;
- b) promote respectful partnerships;
- c) utilize clear and honest two-way communication and transparent processes;
- d) promote democratic, informed decision-making;
- e) act for the benefit of the School and not for personal, professional or third party gain or financial enrichment;
- f) discharge their duties in good faith and with impartiality, honesty, integrity and due diligence;
- g) use of powers of office for a proper purpose;
- h) not engage in conduct likely to discredit the School or Council;
- i) use information gained as a Council member for a proper purpose; and
- j) not make improper use of School property or resources.

6. Council members will ensure that meetings are orderly, result-orientated, efficient, productive and as fully informed as possible.

7. Council members will actively participate in meetings.

Caralee Community School
School Council
Members' Code of Conduct

8. Council members will maintain confidentiality and privacy with regard to sensitive matters that might arise at School Council meetings, especially matters of a personal nature relating to staff, students or parents.

9. Council members will not discuss individual school staff, students, parents, or other members of the school community at Council meetings.

10. A Council 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. If the issue relates to an operational matter of the school, the parent will be encouraged to speak with the principal or the classroom teacher. However, if the issue relates to a school policy or procedure, it will be put on the agenda for discussion at the next School Council meeting, where it will be dealt with in a generic sense to protect the privacy of individuals involved.

11. Council members will “speak as one voice” in the public arena once a decision has been made.

12. Conflict between the School Council members will be dealt with respectfully and in accordance with the principles of natural justice.

13. Harassment and discrimination on any grounds is prohibited.

Conflict of Interest

14. Council members will not allow their personal interests to conflict with that of the school.

15. Council members will declare any conflicts of interest either at the start of the Council meeting concerned or when a relevant issue arises.

16. A Council member who believes another Council member has an undeclared conflict of interest will specify in writing the basis of this potential conflict.

17. All conflicts of interest will be documented in the Council’s Conflicts of Interest Register.

18. Where a conflict of interest or potential conflict of interest is identified and/or registered, the Council member concerned will leave the room as soon as that item comes up for discussion. The concerned Council member will not vote on that issue, nor initiate or take part in any Council discussion on that topic (either in the meeting or with the Council members before or after the Council meetings), unless expressly invited to do so by unanimous agreement by all other members present.

Caralee Community School
School Council
Members' Code of Conduct

19. 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 Council cannot resolve this allegation to the satisfaction of both parties the matter will be referred to a formed Ethics Sub-Committee. The Sub-Committee will make a recommendation to the Council as to what action shall be taken.

20. Examples of conflicts of interest could be (but are not limited to):

- a) When a Council member or his/her immediate family of business interests stands to gain financially from any business dealings, programs or services with the School;
- b) When a Council member him or herself offers a professional service to the School;
- c) When a Council member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal or professional advantage;
- d) Where a Council member or the ex/officio member of the Council has a role on the governing body or another organisation, where the activities of that other body may be in direct conflict or competition with the activities of Caralee Community School.

Apologies

21. Council members are unable to attend a meeting, they must submit an apology prior to the meeting.

22. A Council member who fails to attend three consecutive meetings of the Council may have their membership terminated at the discretion of the Council members via a majority vote. (Clause 7 of Constitution).