



MOUNT HAWTHORN SCHOOLS BOARD CODE OF CONDUCT

DEFINITIONS

1. In this Code of Conduct:
 - "Board" means the Mount Hawthorn Primary Schools Board
 - "Code" means the Board's Code of Conduct as amended
 - "Chair" means the Chair of the Board
 - "Meeting" means a meeting of the Board
 - "Member" means a member of the Board
 - "Schools" means the Mount Hawthorn Primary School and/or the Mount Hawthorn Education Support Centre as appropriate
 - "Student" means a student enrolled at either of the Schools

MEMBERS BOUND

2. Members shall abide by the Code.

ACCOUNTABILITY

3. The Board is accountable to both its local School community and the Director General of the Department of Education.

BOARD DECISIONS

4. In making decisions on matters before the Board, Members shall be guided by:

- a. the vision, ethos and values of the Schools;
 - b. what is in the best interests of Students; and
 - c. what will enhance the education provided by the Schools.
5. The Board abides by all the relevant legislation and industrial agreements.
6. Members shall seek to represent the School community fairly and to the best of their ability. Members do not represent one viewpoint or the views of an individual, or for example, political or religious affiliations. Members therefore regularly seek the views of the whole School community, especially when policies are being developed.
7. The Board does not intervene in the control or management of the Schools - either directly or indirectly.

CONDUCT OF MEMBERS

8. In fulfilling their duties, Members shall, at all times, strive to:
 - a. conduct themselves in a civil and respectful manner, avoiding discrimination, harassment and bullying;
 - b. promote respectful partnerships;
 - c. use clear, open and honest communication and transparent processes;
 - d. promote democratic, informed decision-making; and
 - e. display personal and professional integrity.
9. Conflict between Members is dealt with respectfully and fairly and in a manner that reflects the principles of natural justice.

MEETINGS

10. Members shall ensure that meetings are orderly, result-oriented, efficient and as productive as possible.
11. Members shall actively participate in Meetings and sub-committees as the need arises.
12. If Members are unable to attend a meeting, they are requested to submit an apology before the meeting.

CONFIDENTIALITY

13. Members shall keep confidential, all matters of a sensitive nature that come to their attention in the course of their membership of the Board. Sensitive matters include, but are not limited to: Matters of a personal nature relating to staff, Students, parents, or other members of the School community.
14. The Board is not an appropriate forum for the discussion of individual staff, Students, parents or other members of the School community.
15. A Member who is approached by a parent with a concern relating to an individual is in a privileged position and is expected to 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 should be encouraged to speak with the principal or classroom teacher. If the issue relates to a School policy or procedure, it may be referred to the Chair for inclusion on the Meeting agenda and approached in a generic sense to protect the privacy of individuals involved.

BOARD SOLIDARITY

16. Members will "speak as one voice" in public once a decision has been taken by the Board.

CONFLICT OF INTEREST

17. Members shall declare any conflict of interest (whether actual, potential or perceived) at the start of the Meeting at which the relevant issue will be raised or at the point in the Meeting when that issue arises.
18. A Member who believes another Member has an undeclared conflict of interest shall bring the matter to the attention of the Chair.
19. All declared conflicts of interest will be recorded in the corresponding minutes of the Schools Board's Meeting.
20. A Member with a declared conflict of interest are not entitled to vote on the matter which is the subject of the conflict of interest.

AMENDMENT AND REVIEW

21. This Code may be amended by the Board at any time and shall be reviewed by the Board at least once every three years.

Date of Document: 17 August 2022

Adopted by Board: 17 August 2022

Review due before: 17 August 2025