

ELLENBROOK SECONDARY COLLEGE

CODE OF CONDUCT FOR COLLEGE BOARD MEMBERS

1.0 PURPOSE

This document details the expected behaviour (“code of conduct”) of all members of the Ellenbrook Secondary College College Board (“The Board”).

Board members are required to respect and uphold the following Core Values of the College;

- Pride in one’s self and the College community
- Respect for one’s self and cultural diversity
- The promotion of creativity and innovation
- The pursuit of knowledge and a commitment to excellence
- Social, civil and environmental responsibility

The overriding principle for all Board members is:

“To act with integrity, where all decisions and actions are in the best interest of the College and students.”

Board members are required to sign this document signifying agreement to uphold the core values and principles of the code, both, in letter and spirit.

2.0 BOARD DECISIONS

1. Board members will take into account the following primary considerations in making Board Decisions;
 - a) The vision, ethos and values of the College,
 - b) What is in the best interests of students,
 - c) What will enhance the education provided by the College both current and future.
2. Board members will represent all sectors of the College community and not only one viewpoint or the view of an individual. Board members will regularly seek the views and opinions of the whole College community, especially when new policies are being developed. Any issues arising from these discussions will be added to the agenda for discussion at the next board meeting. Where appropriate individual confidentiality must be maintained.
3. Board members will “speak as one voice” in the public arena once a decision has been made. Board members are not to engage in any direct correspondence with the media and will direct all communications to the College Principal or Board Chairperson.
4. The College Board is accountable to, and must report to, the College community and the Department of Education.

3.0 CONDUCT

3.1 Principles

In fulfilling their duties, Board members will adhere to the following principles;

- a) Behave in an ethical and professional manner with integrity at all times,
- b) Engage in clear and honest two-way communications and transparent processes,
- c) Conduct themselves in a civil and respectful manner at Board meetings and in the course of Board business,
- d) Act for the benefit of the College and not for personal, professional or third party gain or financial enrichment,
- e) Abide by all relevant legislation and industrial agreements,
- f) Harassment, bullying or discrimination against colleagues or members of the public will not be tolerated.

3.2 Confidentiality

1. Board members will maintain confidentiality and privacy with regard to sensitive matters, especially matters of a personal nature relating to staff, students or parents.
2. Appropriate levels of confidentiality are to be maintained, including;
 - a) Ensuring all Board documents are kept secure,
 - b) Access to email and other forms of electronic information are restricted to Board members only,
 - c) Taking care when discussing Board matters outside of Board meetings.
3. 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, protecting the confidentiality and privacy of the people involved. If the issue relates to an operational matter of the College, the parent should be encouraged to speak with the Principal or classroom teacher. However, if the issue relates to a College policy or procedure, it should be put on the agenda for discussion at the next College Board meeting where it will be dealt with in a generic sense to protect the privacy of individuals involved.

3.3 Conflicts of Interest

Board members must declare any conflicts of interest as and when they arise, and therefore;

1. Board members will not allow their personal or professional interests to conflict with that of the College,
2. Board members will declare any conflicts of interest either at the start of the Board meeting concerned or when a relevant issue arises,
3. Examples of conflicts of interest could be (but are not limited to);
 - a) When a Board member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services with the College,
 - b) When a Board member him or herself offers a professional service to the College,
 - c) Where a Board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal or professional advantage,
 - d) Where a Board member or the ex/officio member of the Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of the College.

4. A Board member who believes another Board member has an undeclared conflict of interest will specify in writing the basis of this potential conflict,
5. All conflicts of interest will be documented in the Board's Conflicts of Interest Register,
6. Where a conflict of interest or potential conflict of interest is identified and/or registered, the Board member concerned will leave the room as soon as that item comes up for discussion. The concerned Board member will not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.

4.0 MEETINGS

In fulfilling their duties, Board members will;

1. Review, **in advance**, all materials relating to items to be discussed at the next board meeting. This will allow for efficient and productive meetings,
2. Board members unable to attend a meeting will submit an apology prior to the meeting,
3. Board members will actively participate in meetings.

I have read and understand the above Code of Conduct and agree to comply.

Board Member Name

Signature

Date

Document No.:		Department:	
Document Title:	Code of Conduct for College Board Members		
Date of Issue:	31/03/2015	Next review Date	1/3/2016
Issue No:	1		
Authorised by:	ESC Board		