



## **CODE OF CONDUCT FLDC SCHOOL BOARD MEMBERS**

### **Introduction**

Board members shall abide by this *Code of Conduct* in addition to all relevant legislation, and industrial agreements.

### **Board Decisions**

Board members will take into account the following primary considerations in making Board decisions:

- the Fremantle Language Development Centre Business Plan
- the vision and values of Fremantle Language Development Centre
- the best interests of students; and
- what will enhance the education provided by the School.

### **Board conduct**

In fulfilling their duties, and in the course of Board business, Board members will;

- conduct themselves in a civil and respectful manner at Board meetings
- promote respectful partnerships;
- use clear and honest two-way communication and transparent processes
- promote democratic, informed decision-making
- promote personal and professional integrity

Conflict between School Board members will be dealt with respectfully and fairly and in a manner that reflects the principles of natural justice. The Board has a zero tolerance policy in respect to harassment and discrimination.

All Board members will represent all sectors of the school community and will therefore seek the views and opinions of the whole school community, especially when new policies are being developed or major decisions undertaken that may have a significant impact on the School.

Board members will actively participate in sub committees and meetings and will “speak as one voice” in the public arena once a decision has been made.

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

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

A Board member who is approached by a member of the school community in their capacity as a Board member 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 member of the community will be encouraged to speak with the principal. However, if the issue relates to a school board policy or procedure, it will be put on the agenda for

discussion at the next School Board meetings, where it will be dealt with in a generic sense to protect the privacy of individuals involved.

### **Conflict of interest**

Board members will not allow their personal or professional interests to conflict with that of the School.

Board members will declare any conflicts of interest at the start of the Board meeting.

If a person declares themselves to have existing or potential conflict of interest, confidentiality will be respected.

A Board member who believes another Board member has an undeclared conflict of interest will specify in writing to the Chair or Deputy Chair, the basis of this potential conflict.

All conflicts of interest will be documented in the Board's *Conflicts of Interest* Register.

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.

### **Apologies**

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

If a Board member does not attend 3 meetings within a year without an apology, the Chairperson will write to that member seeking a satisfactory reason. If a reasonable explanation is not forthcoming Board membership will be terminated in writing.