



# DURACK SCHOOL

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## **Durack Primary Independent Public School Board Code of Conduct**

The Durack Primary Independent Public School Board Code of Conduct is designed to ensure that all members are clear as to their role and responsibilities as Board members.

Board members will abide by all relevant legislation and industrial agreements and this Code of Conduct.

### **Board Decisions**

1. School Board decisions can affect the whole school community, so they must be fair, justifiable and based on relevant information.
2. Board member will take into account the following primary considerations in making Board decisions
  - a) The Vision: Quality Teaching & learning, Innovation and Equity and Values: Respect, Responsibility and Integrity of the Durack School Community
3. All Board members will represent all sectors of the School Community and not only one viewpoint or the view of an individual.
4. Board members will regularly seek the views and options of the whole school community, especially when new policies are being developed or major decisions undertaken that may have significant impact on the School.

### **Board Conduct**

1. In fulfilling their duties, Board members will:
  - a) actively support and contribute to a positive atmosphere at the school
  - b) conduct themselves in civil and respectful manner at Board meetings and in the course of Board business
  - c) Promote respectful partnerships
  - d) Utilise clear and honest two- way communication and transparent processes
  - e) Promote democratic, informed decision making

- f) Act for the benefit of the school and not for personal, professional or third party gain or financial enrichment
  - g) Discharge their duties in good faith, with impartiality, honesty, integrity and due diligence
  - h) Use the powers of office for a proper purpose. Not engage in conduct likely to discredit the School or Board
  - i) Use information gained as a Board member for a proper purpose
  - j) Not make improper use of School property or resources.
2. Council members are to ensure that they follow meeting procedures and protocols and respect the role of the Chairperson.
  3. Agenda items are to be raised and distributed to council members by Friday of the week prior to the council meeting.
  4. Board members will read reports prior to meetings and actively participate in meetings.
  5. Board members will maintain confidentiality and privacy with regard to sensitive matters that might arise at Board meetings, especially of a personal nature relating to staff, students or parents
  6. Board members will not discuss individual school staff, students, parents or other members of the school community at Board meetings
  7. A board 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 board meeting, where it will be dealt with in a generic sense to protect the privacy of the individuals involved.
  8. School council meetings are a forum for discussion about educational issues relating to the school. They are not a forum for discussion about management issues, issues about staff, individual students, discipline issues, personal issues or complaints.
  9. Board members will 'speak as one voice' in the public arena once a decision has been made. The Chairperson is the only Board member who can make public statements on behalf of the School Board.
  10. Conflict between the School Board members will be dealt with respectfully and in accordance with the principles of natural justice.
  11. Harassment and discrimination on any grounds is prohibited.

## **Conflict of Interest**

1. A conflict of interest is where the financial or other interest of a council member or associate are, or look to others as if they are, at odds to our duties as a School Council member. Any potential conflicts of interest, financial or otherwise should be brought to the attention of the Chairperson.
2. Board members will not allow their personal interests of conflict with that of the School.
3. Board members will declare any conflicts of interest either at the start of the Board meeting concerned or when a relevant issue arises.
4. A Board member who believes another Board member has and 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 of 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 members will not vote on that issue , nor initiate or take part in any Board discussion on that topic (either in the meeting or with the Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.
7. If a person declares themselves to have existing or potential conflict of interest, confidentiality will be respected. If a person alleges that another person on the Board has a conflict of interest, whether existing or potential, and if the Board cannot resolve this allegation to the satisfaction of both parties the parties concerned will leave the room and the remaining Board members will vote on the issue.

## **Apologies**

1. If Board members are unable to attend a meeting, they must submit an apology prior to the meeting.
2. A Board member who fails to attend three consecutive meetings of the Board may have their membership terminated at the discretion of the Board Chair.

Ratified by Durack School Council on Tuesday, 1<sup>st</sup> March, 2016.