



Code of Conduct for Yakamia Primary School

Board Members

- The primary suggestion is that the school's values are in the best interests of the school.
- Yakamia PS Board abides by all the relevant legislation and industrial agreements.
- Yakamia PS is accountable to both its local school community and the Director General or delegate.
- Yakamia PS Board encourages members to behave in a civil and respectful manner, avoiding discrimination, harassment and bullying.
- The underlying principles of the Yakamia PS Board's code of conduct include the promotion of:
 - **respectful** partnerships;
 - clear and **honest** two way communication;
 - **transparent** processes;
 - **democratic**, informed decision making; and
 - personal and professional **integrity**.
- Conflict between Board members is dealt with respectfully and fairly and in a manner that reflects the principles of natural justice.
- Board members declare any conflicts of interest when they arise. Board members who have declared a conflict of interest are not entitled to vote on that issue.
- Board members are expected to represent the school community. Members do not represent one viewpoint or the view of an individual. Board members therefore regularly seek the views and opinions of the whole school community, especially when policies are being developed.
- Board members respect the need for confidentiality and privacy with regard to sensitive matters of a personal nature relating to staff, students or parents.
- The Board is not an appropriate forum for the discussion of individual school staff, students, parents or other members of the school community.
- A Board 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 is put on the agenda and approached in a generic sense to protect the privacy of individuals involved.
- The Board "speaks as one voice" in the public area once a decision has been made.
- Board members actively participate in sub-committees and meetings as the need arises.
- If members are unable to attend a meeting, they are requested to submit an apology before the meeting.