



Cyril Jackson Senior Campus Board

Code of Conduct

Introduction

The Cyril Jackson Senior Campus Board (the Board) is accountable to both the local school community and the Director General Department of Education, or delegate, and as a Board we are required to comply with the relevant sections of the *School Education Act, 1999* and the Regulations.

To enable the discharge of our accountability, a Code of Conduct has been developed.

The Cyril Jackson Senior Campus Board will support the school to achieve the best outcomes for its students and is seen as, not only part of the local community, but also part of the broader West Australian community. The Board will advocate that it, Cyril Jackson SC, is a school of opportunity for all students and prospective students, particularly for those who require a second-chance or who present with disadvantages. The Board will also aim to support innovative approaches to education so that graduating students can advance themselves by having employment opportunities and contributing to their communities.

This Code of Conduct applies at all Board meetings and at functions where Board members are acting in an official capacity. Board members, either collectively or individually, commit to upholding the principles expressed in this Code of Conduct.

Philosophy

The Board, like Cyril Jackson SC, has a view that social capital is produced through education. Members support the school as the staff strive to achieve the best outcomes for all students.

In the work of the Board, members are committed to:

- Building and supporting relationships and partnerships.
- Supporting innovation and flexible practice by the staff.
- Promoting learning and growth within Cyril Jackson SC.

Operations of the Board

Any conflict between Board members will be dealt with respectfully and fairly and in a manner that reflects the principles of natural justice.

Board members will declare any actual or perceived conflicts of interest when they arise – either prior to a board meeting or if it arises during a meeting at the point at which it arises. Board members who have declared such an interest are not entitled to vote on that issue.

Board members are expected to represent the school community and do not represent one viewpoint or the view of an individual or for example, political or religious affiliations. Board members therefore 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 that might arise at meetings, especially where there are 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 student or 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 student or parent should be encouraged to speak with the principal or a 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 does not directly or indirectly intervene in the control or management of the school.

The Board “speaks as one voice” in the public arena once a decision has been made.

Board members will participate actively in meetings and sub-committee meetings, as the need arises.

If members are unable to attend a meeting, they are requested to submit an apology before the meeting.

Personal Conduct by Board Members

Personal behaviour – I will:

- act ethically and with integrity;
- act according to the legislative requirements, policies and ethical codes that apply;
- make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- treat members of the public and colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
- not harass, bully or discriminate against colleagues, members of the public and Cyril Jackson SC employees;

- contribute to a harmonious, safe and productive work environment by our work habits, and professional workplace relationships; and
- serve the government of the day by fulfilling our purpose and statutory requirements.

Communication and official information – I will:

- not disclose official information or documents acquired through my work, other than as required by law or where proper authorisation is given;
- not misuse official information for personal or commercial gain for myself or another;
- adhere to legal requirements, policies and all other lawful directives regarding communication with Parliament, ministers, ministerial staff, lobbyists, members of the media and members of the public generally; and
- respect the confidentiality and privacy of all information as it pertains to individuals.

Actual and Perceived Conflicts of interest – I will:

- ensure personal or financial interests do not conflict with my ability to perform my official duties in an impartial manner;
- manage and declare any conflict between my personal and public duty; and
- where conflicts of interest do arise, ensure they are managed in the public interest.

Conclusion

I commit to taking responsibility for contributing in a constructive and positive way to enhance good governance and the reputation of the Board.