



Duncraig
Senior High School

SCHOOL BOARD CODE OF CONDUCT 2024

CODE OF CONDUCT

SCHOOL BOARD MEMBERS

School Name DUNCRAIG SENIOR HIGH SCHOOL
Principal PETER LILLYWHITE
Phone 6241 5400

This form is to be completed and signed by the appointed School Board member. A copy will be retained on the School Board file.

By signing this agreement, the School Board member:

- Acknowledges their role and responsibilities in relation to the School Board
- Agrees to maintain confidentiality, act professionally and with integrity whilst a member on the School Board
- Agrees not to disclose information obtained from the school or as a result of the School Board and
- Agrees to comply with the Departments Criminal History Screening Policy and complete a National history check through the Departments Screening Unit.

I declare that I have read and understood the Code of Conduct for the Duncraig Senior High School Board and agree to abide by the Code.

Name _____

Signature _____

Date _____

ROLES AND RESPONSIBILITIES OF SCHOOL BOARDS

- The primary consideration is that the school's values are in the best interests of students.
- A board abides by all the relevant legislation and industrial agreements.
- A board is accountable to both its local school community and the Director General or delegate.
- A board encourages members to behave in a civil and respectful manner, avoiding discrimination, harassment and bullying.
- The underlying principles of a 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 or for example, political or religious affiliations. 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 that might arise at board 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 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 does not intervene in the control or management of the school - either directly or indirectly.
- The Board "speaks as one voice" in the public arena 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.

FUNCTIONS OF THE SCHOOL BOARD

The functions of boards are prescribed by the School Education Act 1999 and the School Education Regulations 2000 as follows:

Take part in:

- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
- planning financial arrangements necessary to fund those objectives, priorities and directions;
- evaluating the school's performance in achieving those objectives, priorities and directions;
- formulating codes of conduct for students at the school; and
- take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff if prior approval is given by the Regional Executive Director

Approve:

- a charge or contribution determined by the principal for the provision of materials, services and facilities;
- the costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program;
- the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program;
- an agreement or arrangement for advertising or sponsorship in relation to a government school.

Determine:

- in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school.

Provide advice to the principal of the school:

- on a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education; and
- on allowing time for the special religious education of students in the school, up to a total of 40 hours in a year.

Promote:

- the school in the community.
- A school's Funding Agreement (with Schedules) is noted by the school board chair.

RESPONSIBILITIES OF A SCHOOL BOARD

The responsibilities of a School Board are to:

- comply with the board's terms of reference, the Department of Education's Councils and Boards in Public Schools policy and procedures, the School Education Act 1999 and the School Education Regulations 2000;
- liaise with other groups/committees associated with the school e.g. the Parents and Citizens' Association;
- hold an annual public meeting at least once in every calendar year that is open to the public. An annual report will be presented at the meeting to advise the

- school community of the performance of the board in the last year;
- hold at least two (2) ordinary meetings per year; and
- hold meetings that are generally open to the public.

A School Board does not:

- manage the day to day running of the school (for example, staff management, and student assignment to classes);
- discuss individual issues relating to teachers, staff, students or parents;
- represent specific interest groups, or permit special interests to dominate the agenda of the board;
- intervene in the control or management of the school – either directly or indirectly;
- intervene in the educational instruction of students;
- borrow money or obtain credit
- purchase property;
- exercise authority over teaching staff or other persons employed at the school;
- performance manage the principal or any other Department of Education employee.

Role of School Board members

- Parent members of boards bring their experience as parents at the school, and the views and context of the wider school community.
- Community members may bring expertise such as business skills that the board is looking for at that time.
- Department of Education employees bring their educational expertise.