



Code of Conduct College Board Members

The primary considerations are that the College's values are in the best interests of students. This code applies to each member of our school board and is intended to promote and maintain the highest standard of ethical behaviour. Members should adhere to the Code of Conduct at all times.

In fulfilling their role, members will:

- familiarise themselves *Schools Council Policy and Procedures*
- familiarise themselves with the specific documents provided by the school
- remain objective at all times
- avoid personal bias
- maintain confidentiality regarding the school's resources, students, staff, curriculum and financial records
- not take, or make, copies of documentation in hard copy or in electronic form from the school without permission of the school, and
- understand that they are appointed as representatives of the school or wider community.

College Board's Values

In all our operations and relationships we value:

- respectful partnerships
- clear and honest communication
- transparent processes
- personal and professional integrity
- decision making in the best long-term interests of the College, its students, and the community.

Conduct

Personal behaviour – I will:

- act ethically and with integrity;
- 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 employees; and
- contribute to a harmonious, safe and productive work environment by our work habits, and professional workplace relationships.

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; and
- respect the confidentiality and privacy of all information as it pertains to individuals.

Fraudulent and corrupt behaviour – I will:

- report any fraudulent or corrupt behaviour;
- report any breaches of the code of conduct; and
- understand and apply the accountability requirements that apply.

Use of college property and resources – I will:

- be accountable for official expenditure;
- use publicly-funded resources diligently and efficiently. These include office facilities and equipment; and
- keep to policies and guidelines in the use of computing and communication facilities, and use these resources in a responsible and practical manner;

Record keeping and use of information – I will:

- record actions and reasons for decisions to ensure transparency;
- ensure the secure storage of sensitive or confidential information;
- comply with our record keeping plan; and
- where permissible, share information to fulfil our role.

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.

I commit:

- to taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace. I will report the details to the relevant people or agency; and
- to taking responsibility for contributing in a constructive and positive way to enhance good governance and the reputation of the board; and
- to actively participate in meetings and sub-committees. If I am unable to attend a meeting, an apology will be submitted prior to the meeting.

Public Sector Requirements

I am committed to upholding the principles in the Code of Ethics. The Board accepts the minimum requirements set out in the Conduct Guide for Boards and Committees. This code of conduct builds on these minimum requirements.

**Mindarie Senior College Board
Code of Conduct
College Board Members**

This form is to be completed and signed by the appointed College board member and signed by the College Board Chair.

A copy must be retained on the school board file. Please complete all fields.

If you need assistance please call 9304 5808

School information:

School Name: _____

Principal: _____

Details:

By signing this agreement, the school board member:

- 1) acknowledges their role and responsibilities in relation to the College Board
- 2) agrees to maintain confidentiality, act professionally and with integrity whilst a member on the College Board, and
- 3) agrees not to disclose information obtained from the school or as a result of the College Board.

College Board Member Declaration:

I declare that I have read and understood the Code of Conduct for school boards and agree to abide by the Code.

Signature: _____

Name (print): _____

Date: _____

College Board Chair:

Signature: _____

Name (print): _____

Date: _____