

40 Joseph Banks Boulevard, Banksia Grove  
Perth Western Australia 6031  
Telephone: +61 8 9303 7400  
Email: josephbanks.sc@education.wa.edu.au  
www.jbsc.wa.edu.au



## **POLICY**

# **College Board Code of Conduct**

**Effective: 27 February 2019**

**Version: 1**

*Last updated: 27 February 2019*

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# 1 POLICY

## Code of conduct for Joseph Banks Secondary College Board members

- The primary consideration is that the school’s values are in the best interests of students.
- The Board abides by all the relevant legislation and industrial agreements.
- The Board is accountable to both its local school community and the Director General or delegate.
- The Board encourages members to behave in a civil and respectful manner, avoiding discrimination, harassment and bullying.
- The underlying principles of the 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 “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.

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There is no requirement for Board members who are also current members of Parliament or local government or are planning to nominate as candidates for an election to resign from the Board. However, it may be appropriate for these Board members not to attend Board meetings in the period leading up to the election if the Board or the member considers there is a real or perceived conflict of interest.

## 2 RELATED DOCUMENTS

Category	Document title
Related Department Policies	<ul style="list-style-type: none"> <li>Councils and boards in public schools policy</li> <li>Councils and boards in public schools procedures</li> </ul>
Joseph Banks Secondary College Policies	<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Positive Behaviour Plan</li> <li>Respectful Relationships (Anti-Bullying)</li> </ul>

## 3 CONTACT INFORMATION

Title	Contact
Policy Owner	Eleanor Hughes Foundation Principal 9303 7400

## 4 HISTORY OF CHANGES

Effective date	Last updated	Policy Version	Notes
27/02/2019	27/02/2019	1	First Version

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