

# RIVA PRIMARY SCHOOL BOARD

## CODE OF CONDUCT



The role and functions of the Riva Primary School Board are those outlined in the *School Education Act 1999*. The key role of the Riva Primary School Board is in setting the long-term future for Riva Primary School and maintaining oversight of the school's operation. The School Board do not run the school or have any management responsibility – that is the job of the school principal. It is the Board's role to support the principal and school through providing additional expertise to assist the school in achieving the best outcomes for the students.

Each member of Riva's School Board commits to supporting and modelling the Riva Primary School values of Respect, Inclusion and Achievement by:

- Understanding that the school's values are in the best interests of the students;
- Applying "the best interests of students" as the prime consideration in advice and decision making;
- Committing to the Riva Primary School Board through attending all meetings, except in extenuating circumstances;
- Providing a written apology no later than 3 days prior to a Board meeting, and accepting that members who miss more than three consecutive meetings will be invited to resign from the Board;
- Completing all required pre-reading and meeting preparation to enable informed participation;
- Declaring any conflict of interest in relation to agenda items;
- Adhering to the published Agenda and time limits during meetings and limiting discussion and input only to the issues at hand;
- Supporting the decisions made by the Board in all forums. Once the Board endorses a position, this is taken to be the view of all Board members and shall be represented as such;
- Publicly supporting the School Principal, staff and School Board Chair and demonstrating and promoting trust in the capacity of the School and School Board to consider and provide solutions that are consistent with the values, policies, plans and legislation of the School and Board;
- Fostering and expecting that at all times relationships are based upon respect and mutual trust. All Board members have the right to be heard and contribute input, ideas and questions without fear of discrimination, ridicule or reprisal;
- Representing the broad voice of your constituency. Board members are elected to represent the views of groups and individuals within the school community;
- Directing parent and community queries and issues to the school in the first instance where these relate to operational matters or the management and running of the school. If in doubt, the Board member should discuss this with the School Board Chair or Principal who will determine whether the issue falls within the remit of the Riva Primary School Board;
- Abiding by all relevant legislation as applies to both the Board and Riva Primary School;
- Understanding that the School's Delivery and Performance Agreement specifically forbids the lobbying of Government or the Department of Education by any person acting in their capacity as a Board member;
- Refraining from any discussion of individual school staff, students, parents or other members of the school community;
- Respecting the requirement for confidentiality and privacy where requested with regard to sensitive matters which may arise at School Board Meetings; and
- Understanding that the Riva Primary School Board is an open and transparent board of integrity, and that all proceedings of meetings are made available to the public, except in special circumstances allowed under the Terms of Reference.

Accepting membership of the Riva Primary School Board encompasses your explicit consent and commitment to be bound and abide by this Code of Conduct. Where a member is found to be in breach of the Code of Conduct, this is to be reported in writing to the School Principal who will work to resolve the situation within the bounds of the Riva Primary School Board Terms of Reference.