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Code of Conduct

O'Connor Primary School (OPS) Board Members



O'Connor Primary School



1. The primary considerations are that the school's values are in the best interests of students;
2. OPS School Board is accountable to, and must report to, both its local school community and the Department of Education;
3. OPS Board will abide by all the relevant legislation and industrial agreements;
4. OPS Board will at all times behave in a civil and respectful manner;
5. Discrimination on any grounds is prohibited, as is any form of sexual discrimination and/or harassment;
6. The OPS Board acts in a way to promote and enhance the following:
 - a. Respectful partnerships;
 - b. Clear and honest two way communication;
 - c. Transparent processes;
 - d. Democratic, informed decision-making; and
 - e. Personal and professional integrity.
7. Conflict between OPS School Board Members needs to be dealt with respectfully and fairly and in a manner that both reflects, and is seen to reflect this. That is, in accordance with the principles of natural justice;
8. All OPS Board Members are expected to represent all sectors of the school community. Members are not there to represent just one viewpoint, or the view of an individual. OPS Board members will therefore regularly seek the views and opinions of the whole school community, especially when major policies are being developed;
9. The OPS Board is not an appropriate forum for the discussion of individual school staff, students, parents, or other members of the school community;
10. An OPS Board member who is approached by a parent with a concern relating to an individual is in a privileged position and must 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 the classroom teacher. However, if the issue relates to a school policy or procedure, it should be put on the agenda for discussion at the next school board meeting, where it will be dealt with in a generic sense to protect the privacy of individuals involved;
11. OPS Board members should respect the need for confidentiality and privacy with regard to sensitive matters that might arise at School Board meetings, especially where there are matters of a personal nature relating to staff, students or parents;
12. OPS Board members should observe the need for orderly Board meetings and that the Board needs to "speak as one voice" in the public arena, once a decision has been made;
13. OPS Board members must declare any conflict of interest when it arises;
14. OPS Board Members will actively participate in sub-committees and meetings. If Members are unable to attend a meeting, they are requested to submit an apology prior to the meeting.



DECLARATION OF CONFLICT - Board Member

As a Board Member of the O'Connor Primary School, I, _____, of
 (Insert name in full)

_____,
 (Insert address in full)

declare that I have an interest in matters of the O'Connor Primary School as listed:

Matter	Nature	Involvement	Relationship
			<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Close Family Member
			<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Close Family Member
			<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Close Family Member
			<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Close Family Member
			<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Close Family Member

I request that this notice be tabled at the next O'Connor Primary School Board Meeting and recorded in the minutes of that meeting. I declare that, to my knowledge, I do not have any material personal interest in any matter, other than those declared, of the affairs of the School for which I am required to declare under law.

Signed: _____ Date: ____ / ____ / ____

Print Name: _____