



## School Board

### Code of Conduct

#### Our Values

Our values influence our behavior and give purpose to our lives. We seek to ensure that all members of the School community are able to develop the following core-shared values:

- Diligent
- Accountable
- Respectful
- Extraordinary

#### Code of Ethics

- Personal integrity.
- Relationships with others.
- Accountability.

#### Board members commit to:

- Upholding the principles of the Code of Ethics and this Code of Conduct.
- Taking responsibility for contributing in a constructive and positive way to enhance good governance and the Board's reputation.

#### Conduct areas

##### 1. Personal behaviour

As Board members, we will understand our Board's role by actively learning and staying informed about:

- the role and purpose of the Board and the statutory, regulatory and policy requirements that apply when carrying out our duties.
- all relevant issues and activities affecting our Board.

As Board members, we will put the interests of students first, ahead of our own personal and pecuniary interests, and act with loyalty, in good faith, ethically and with integrity by:

- exercising our powers and discharging our duties in the best interests of the students.
- making decisions fairly, impartially and promptly and considering all available information, legislation, policies and procedures.
- being accountable and transparent.
- doing our job lawfully, with reasonable care and diligence and as efficiently and effectively as possible.

- treating stakeholders and fellow Board members with respect, courtesy, honesty and fairness; having proper regard for their interests, rights, safety and welfare.
- understanding the consequences of misconduct and actions that may be taken if we do not comply with the code and associated policies.

As Board members, we will make an active contribution by:

- attending all Board meetings. If we cannot attend, we will submit an apology. If we are likely to miss several consecutive meetings, we may apply for a leave of absence.
- participating and working cooperatively with fellow Board members and stakeholders to achieve agreed goals.
- diligently preparing for meetings by reading and considering papers circulated with the agenda.

## **2. Communication and official information**

### **Use of confidential information**

As Board members, we will:

- maintain confidentiality and not divulge information deemed confidential or sensitive, other than as required by law or where proper authorisation is given. If we are unsure, we will seek direction from the Board Chair.
- not make improper use of information obtained in the course of our Board duties, or use for direct or indirect personal or commercial gain, or to do harm to other people or the Board.
- respect confidential information and observe any restrictions agreed by the Board.
- respect the privacy of individuals and the security of personal information.
- raise concerns of improper communication or use of information with the Chair.
- not enter into any contract or arrangement contrary to section 81 of the *Financial Management Act 2006*.

### **Communication and public comment**

As Board members, we will:

- not make public comment on behalf of the Board to the media or outside organisations. All public comment is made by the Board Chair or delegate.
- understand how we may use social media in an official capacity, if at all.

## **3. Fraudulent or corrupt behaviour**

As Board members, we will:

- not engage in any fraudulent or corrupt behaviour.
- report any information about actual or potentially fraudulent, corrupt or illegal activities to the Board Chair.
- report suspected breaches of the Code of Conduct.

## **4. Use of public resources**

As Board members, we will:

- use the resources of the School effectively and economically, only for Board business.

- comply with applicable legislation, whole of government requirements when using public resources.
- not use public resources for personal financial gain.

## **5. Record keeping and use of information**

### **Documenting decisions**

As Board members, we will:

- ensure we follow procedures to accurately document Board decisions, events, and transactions.
- prepare and retain minutes for all official Board meetings, including recording any dissent.

### **Security of information**

As Board members, we will:

- ensure recorded information under our control, in both paper and electronic form, is kept in a secure place, including when stored on laptops, tablets and USB devices.
- be diligent in handling Board records and secure sensitive documents, rather than leaving them out in the workplace, meeting rooms, at home or in vehicles where non-Board members might access them.
- avoid discussing Board business in public places where there is a likelihood of being overheard.
- dispose of duplicate copies of records and confidential waste in accordance with record keeping and archival procedures.

### **Amendment or falsification of records**

As Board members, we will not:

- falsify, destroy, alter or damage any public record.

## **6. Conflicts of interest and gifts and benefits**

### **Conflicts of interest**

As Board members, we will:

- keep our private commercial or political interests separate from our official Board role.
- openly declare, in the first instance to the Chair, matters relating to a private interest that may conflict, or be perceived to conflict, with our public duty.
- ensure the Board meeting minutes record any issues of conflict and the steps taken to manage the conflict, so they are transparent and capable of review.

### **Gifts and benefits**

As Board members, we will:

- carefully consider any offers of gifts, benefits or hospitality and ensure any decision to accept is done openly, placed on the record, and is consistent with our code.
- not accept gifts, benefits or hospitality:

- likely to place us under an actual or perceived financial or moral obligation to other organisations or individuals.
- if they could reasonably be seen by the public, knowing the full facts, as intended or likely to cause us to act in a particular way or deviate from our public duty.
- maintain a register of all gifts accepted, and ensure these are of token value only.
- not use our public position for personal profit or gain or to cause detriment to others.

## **7. Reporting suspected breaches of the code**

As Board members, we will:

- familiarise ourselves with the Board's reporting mechanism.
- report suspected breaches of the Code of Conduct.

## Document Control

<p><b>Reference Number:</b> <b>Owner:</b></p> <p><b>Created:</b> <b>Modified:</b> <b>Approved:</b> <b>Next Review:</b> <b>Links to Regulatory Framework:</b></p>	<p>Principal</p> <p>8 March 2019</p> <p>2 April 2019</p> <p>Legislation/Authority Auditor General Act 2006 Corruption, Crime and Misconduct Act 2003 Criminal Code - Chapter XII: Corruption and abuse of office - section 81: Disclosing official secrets - section 82: Bribery of a public officer - section 83: Corruption - section 85: Falsification of records by a public officer Equal Opportunity Act 1984 Financial Management Act 2006 Parliamentary Commissioner Act 1971 Public Interest Disclosure Act 2003 Public Sector Management Act 1994 State Records Act 2000 School Education Act 1999 (WA) School Education Regulations 2000 (WA) Working with Children (Criminal Record Checking) Act 2004</p> <p>Department Policies Financial Management in Schools Finance and Accounting Policy School Councils Policy</p>	<p><b>Implementation and Review:</b></p> <p>The Principal is responsible to the School Board for the continuous monitoring and review of the <i>Swan View Senior High School Board Code of Conduct</i>.</p>
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