

Council Code of Conduct 2016



Based on the AISWA guidelines Created September 2012 – Reviewed 2016

This Code of Conduct sets out the duties and responsibilities of the School Council and of its members. It should be read in conjunction with the Constitution.

The Council

1. The Council is responsible for establishing the policies under which the Coordinator will manage the school.
2. The Council is responsible for selecting a new Coordinator of the school when required; and for appraising the performance of the Coordinator during his or her term of office.
3. The Council has complete and final responsibility for the fiscal affairs of the school including assets represented by buildings and grounds.
4. The Council, in collaboration with the Coordinator, is responsible for preparing a clear statement of the school's objectives and for ensuring that appropriate strategic planning takes place in the school.
5. The Council may establish working committees and ensure that members are actively involved in appropriate committee assignments.
6. The Council should conduct an annual self-evaluation. The Coordinator should also evaluate the Council's performance.
7. The Council is responsible for keeping full and accurate minutes of its meetings and those of its committees. This responsibility is usually discharged by the Secretary.
8. The Council should maintain an appropriate level of communication with other members of the school community.
9. The Coordinator is responsible for the management of the school, including curriculum, discipline, learning, teaching and staffing of the school. The Council has no authority concerning the internal management of the school.
10. The Council should maintain a policy book so that governing decisions made over a period of years may be readily available to subsequent members and school staff.

Council Members

1. A Council member's first obligation is to be informed about the school's history, goals, current operations and concerns.
2. A member should come to meetings prepared, having read the minutes of previous meetings and other pertinent material, and should participate in the consideration of all matters before the Council. Only through the sharing of diverse opinions can constructive decisions be reached. Members have an obligation to participate in debates on issues before the Council.
3. A council member is expected to attend not less than 75% of council meetings.
4. A member should not hesitate to ask questions. A full understanding of the issues is a prerequisite to casting an informed vote.

5. The Council as a whole sets policy. An individual member should never seek to impose a personal agenda on the Council or Coordinator.
6. Members who are parents must take particular care to separate the interests of the school from those of a child.
7. Members must ensure that there are no conflicts of interest in their work or decisions whether for pecuniary interests such as financial gain or loss or other material benefits; or non-pecuniary interests such as favours, personal relationships and associations. This applies also to family members.
8. Council members may not become involved in the operations of the school unless requested to do so by the Coordinator.
9. Members have an absolute duty of confidentiality with regard to Council affairs. A member may not discuss with an outside party matters under consideration in the Council unless and until such matters have been disclosed publicly by the Council.
10. All members are required to support resolutions passed by the Council and may not express views outside Council meetings. No member may discuss with an outside party differing views that may have been expressed at Council meetings nor who expressed them.
11. A Council member must work collaboratively with fellow Council members in a spirit of harmony and cooperation despite differences of opinion that may arise.
12. Members sit on the Council as individuals charged with furthering the interests of the school as a whole and not those of any particular section of the school community. In particular, parent members sit on the Council in order to ensure that a parental view may be expressed during discussions on issues. Such members are not present as representatives of any parent body and are prohibited from communicating Council matters back to any parent body or parents generally.
13. Council members must accept that their membership places special constraints on them as a member of the school community. Members must, in particular, exercise caution in conversations with others regarding school affairs, being ready to listen to opinions but not to offer them unless they are in line with resolved Council opinions. Members may not engage in gossip, lobbying or other activities that could be seen as indicating a different view to that of the Council or the Principal.
14. Council members have a responsibility to support the Council and Coordinator actively and to demonstrate that support within the school community.
15. A Council member must refer any matter of internal school administration to the Coordinator and not become involved in matters outside the jurisdiction of a Council member. A Council member must not attempt to deal with such situations nor canvass such issues with other parties.
16. Council members must at all times ensure that their decisions are consistent with the ethos of the school.
17. Council members must provide a National Police Certificate to demonstrate their fitness for the position within 2 months. Any person with any criminal convictions showing on their police clearance, is ineligible to be an office bearer. Any indictable offence is ineligible to sit on council. An individual with a simple offence may be accepted as a council member at the discretion of the council.

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