

## SCHOOL COUNCIL CODE OF CONDUCT

At Cranbourne West Primary School, the School Council strives for effective collaboration and partnerships through aligned processes. We do this by:

- Working together to achieve shared common visions
- Acting at all times with integrity and with the best interest of all students, staff and community in mind
- Promoting clear and honest two-way communication
- Representing all members of the school community

The School Council promotes opportunities for all members to be actively involved in the School Council process by:

- Accepting and valuing the views of all
- Attending School Council meetings and adhering to the agreed meeting procedures and protocols
- Supporting the decisions made by School Council and promoting the school positively in the community
- Adhering to the principles of confidentiality and privacy

The School Council encourages knowledge sharing and collective decision making at Council Meetings. We ensure we are transparent in our interactions and decisions by:

- Ensuring our decisions are based on legislative frameworks and DET policies and guidelines
- Encouraging innovation and opportunities that are reflected through our school Strategic Plan
- Ensuring our learning policies are continuously improved and informed with meaningful data
- Ensuring our achievements are celebrated

Cranbourne West Primary School Council members agree to observe the following principles:

- The primary considerations in making decisions are the school's values and what is in the best interests of students.
- School Council is accountable to and must report to, both its local school community and the Department of Education and Early Childhood Development [DET]
- School councillors will abide by all the legal requirements, regulations, DET policies and guidelines.
- School Councillors will at all times behave in a civil and respectful manner.
- The underlying principles of the school council code of conduct include the promotion of:
  1. Respectful partnerships
  2. Clear and honest two-way communication
  3. Transparent processes
  4. Democratic, informed decision making
  5. Personal and professional integrity
- Conflict between school councillor members needs to be dealt with respectfully and fairly and in a manner that both reflects this and is seen to reflect this. That is, in accordance with the principles of natural justice.
- All councillors are expected to represent all members of the school community. Members are not there to represent just one view point, or the view of an individual. School councillors will therefore regularly seek the views and opinions of the whole school community especially when major policies are being developed.
- School council is not an appropriate forum for the discussion of individual school staff, students, parents, or other individual members of the school community.
- A council 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 to the principal or the classroom teacher. However, if the issue relates to a school policy or procedure, it should be placed on the agenda for discussion at the next school council meeting, where it will be dealt with in a generic sense to protect the privacy of the individual involved.
- Councillors should respect the need for confidentiality and privacy with regard to sensitive matters that might arise at school council meetings especially where there are matters of a personal nature relating to staff, students or parents.
- Councillors should observe the need for orderly council meetings and that council needs to 'speak as one voice' in the public arena, once a decision has been made.
- Councillors must declare any conflict of interest when it arises.
- School councillors will actively participate in sub-committees and meetings. If councillors are unable to attend a meeting, they are requested to submit an apology prior to the meeting.
- Members of the school community should feel welcome to attend school council meetings as observers, except where the meeting is not open to people other than school council members. Meetings can only be 'closed' when the majority of school councillors vote to do so [motion] because the issue under discussion is sensitive and requires confidentiality or for the reporting back of a principal selection panel process

### EVALUATION

These guidelines are reviewed on a cyclic basis