

# School Council Code of Conduct

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Policy Name	School Council Code of Conduct	Approved	14 <sup>th</sup> Dec 2016
Responsibility	Principal/Business Manager	Date last approved	14 <sup>th</sup> Dec 2016

School council members agree to observe the following principles:

- The primary considerations in making decision 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 Training.
- School councillors will abide by all 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:
  - **Respectful partnerships**
  - **Clear and honest two-way communication**
  - **Transparent processes**
  - **Democratic, informed decision-making**
  - **Personal and professional integrity.**
- Conflict between school council 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 viewpoint, 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 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 council meeting, where it will be dealt with in a generic sense to protect the privacy of individuals 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 because the issue under discussion is sensitive and requires confidentiality or for the reporting back of a principal selection panel process.

**CERTIFICATION**

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, on ... 14<sup>th</sup> Dec 2016

Signed.....  
School Council President

Signed.....  
Principal