



POLICY STATEMENT

The Jarrahdale Primary School Board is committed to ensuring excellent governance in partnership with school staff and leadership to support the best possible outcomes for students. Comprising of up to 10 members, including the Principal, Manager Corporate Services, five parent representatives, one staff member, and a community or association member, the board represents the community voice in school decisions.

GUIDELINES/CODE OF CONDUCT

1. Board members will abide by all relevant legislation, industrial agreements, Terms of Reference and Code of Conduct outlined in this document.
2. In making decisions, Board members will prioritise the following key considerations:
 - Alignment with the vision and values of Jarrahdale Primary School
 - The best interests of students
 - Actions that enhance the quality of education provided by the school
3. All board members are expected to represent the school community and regularly seek the views and opinions of the whole school community.
4. In fulfilling their duties, board members will:
 - Conduct themselves with civility and respect at all times.
 - Foster respectful and collaborative partnerships.
 - Use clear, honest, two-way communication and ensure transparency in processes.
 - Support informed and thoughtful decision-making.
 - Act solely for the benefit of the school, avoiding any personal, professional, or third-party gain.
 - Act in good faith, demonstrating impartiality, honesty, and integrity.
 - Refrain from any conduct that could discredit the School or Board.
5. Board members are expected to represent the broader school community and regularly seek input and feedback from all segments of the school community.
6. Board members will participate actively in meetings, contributing thoughtfully to discussions and decision-making.
7. Board members will uphold confidentiality and privacy regarding sensitive topics discussed in Board meetings, particularly those concerning staff, students, or parents.
8. Board members will avoid discussing individual school staff, students, parents, or other community members in Board meetings.
9. If approached by a parent with a concern, a Board member will handle the discussion discreetly, maintaining confidentiality. For concerns related to school operations, the parent will be directed to consult the Principal.
10. Once a decision is reached, the Board will present it as a unified voice in public.
11. Conflicts among Board members will be addressed respectfully and in line with the Terms of Reference.
12. Board members will act with civility and respect, refraining from any form of discrimination, harassment, or bullying.
13. Board members will avoid conflicts between personal or professional interests and those of the school.
14. Board members will declare any conflicts of interest at the beginning of each meeting.
15. If a Board member suspects an undeclared conflict of interest involving another member, they will provide written notice of the potential conflict.
16. When a conflict of interest is identified, the involved Board member will exit the room during the relevant discussion. They will neither vote on nor participate in discussions regarding the item, unless invited by unanimous consent from all other members present.
17. Board members unable to attend a meeting must submit an apology in advance.
18. If a Board member misses three meetings within a year without prior apologies, the Chairperson will request a satisfactory explanation in writing. Failure to provide an acceptable reason will result in written termination of Board membership.

REPORTING SCHEDULE

Term 1	<ul style="list-style-type: none">• Census data• Fixing the budget (noting)• Staffing update• Attendance update• School priorities as per Business Plan• Annual Report (noting)
Term 2	<ul style="list-style-type: none">• Finance update• Staffing update• Attendance update• Relevant student data• Funding Agreement
Term 3	<ul style="list-style-type: none">• Finance update• Staffing update• Attendance update• NAPLAN results• Relevant student data• School Survey results
Term 4	<ul style="list-style-type: none">• 'Personal Item for Student Use List' a (Booklists) and 'Voluntary Contributions and Charges and Approved Requests' (approving)• Projected student numbers• Projected class structures• Finance update• Staffing update• Attendance update• Relevant student data• Draft budget

EFFECTIVE DATE: Term 4, 2024

REVIEW DATE: Term 4, 2025

File Location: S:\AdminShared\Administration Staff\100 Administration\109 Policy