

COLLEGE BOARD CODE OF CONDUCT POLICY



PURPOSE

The purpose of this policy is to outline the code of conduct expected of directors of the Australian International Islamic College in relation to their roles as directors.

SCOPE

The policy covers the directors conduct in relation to their governance of the school and their relationship with the Principal and school staff.

REFERENCE

- *Education (Accreditation of Non-State Schools) Act 2001 s39(2)*
- Board Conflict of Interest Policy

Approved By: College Board

Contact: Board Chair

Date Approved: May 2020

Status: Approved

Reviewed | Bi-annually

Next Review Due: April 2022

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

Definitions/Legislations

Education (Accreditation of Non-State Schools) Act 2001 – Division 4 S39 – Suitability of Governing Body - allows that in assessing the suitability of a governing body, the Accreditation Board may have regard to 2 (c) the conduct of the governing body, or its directors, relevant to the operation of the school.

Policy

The over-riding responsibility of a director is to act in the best interests of the school as a whole, and all members of the school.

The Board *Code of Conduct* requires that all directors of the board of AIIC:

- Make decisions with the goal to improve and enhance the teaching and learning experience for all students in the School.

- Prioritise the Board's work to clarify the strategic direction of the school and to develop policies which will move the school towards its strategic vision, mission and goals.
- The underlying principles of the Board's code of conduct include the promotion of:
 - respectful partnerships;
 - clear and honest two-way communication;
 - transparent processes;
 - democratic, informed decision making; and personal and professional integrity.
- Delegate authority for the administration and management of the school to the Principal, and establish a process for accountability of the Principal, and act accordingly.
- The Board encourages members to behave in a respectful manner, avoiding discrimination, harassment and bullying.
- Act with integrity.
- Avoid any conflicts of interest or the appearance of impropriety, which could result from their position, and not use board membership for personal gain or publicity.
- Recognise that a director has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.
- Abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
- Be involved and knowledgeable about not only local educational concerns, but also about state and national issues.
- Prepare for all board meetings by reading and understanding the board papers in advance of board meetings and come to board meetings informed concerning the issues under consideration.
- Board members respect the need for confidentiality and privacy with regard to sensitive matters that might arise at Board meetings, especially where there are matters of a personal nature relating to staff, students or parents.
- The Board is not an appropriate forum for the discussion of individual school staff, students, parents or other members of the school community.
- Bring an open and independent mind to Board and Committee meetings, listen to the debate on each issue raised, and consider the arguments for and against each motion and reach a decision that the director believes, in good faith and on reasonable grounds, to be in the best interests of the school as a whole. While directors must treat each other with courtesy and observe the other rules in this Code, directors should be able to engage in vigorous debate on matters of principle.
- Respect the confidentiality of privileged information and make no individual decisions or commitments that might compromise the board or administration.
- Not disclose such confidential information, the content of discussions and any decisions, resolutions, recommendations or directives made or given at Board or Committee meetings or any confidential communications between the school and the directors or between some or all of the directors in relation to the affairs of the school, or allow any of the foregoing to be disclosed, unless that disclosure has first been duly authorised by the board.
- Represent board decisions to the community without bias or prejudice.

- Commit to stand by this code of conduct; to speak with one voice in concert with fellow Board members; to maintain a positive culture and orderly decision making processes; and to do Board work openly.