

McLaren Flat Primary School

Governing Council Terms of Agreement



Agreed Understandings

When working together we will respect and follow the essential understandings.

- Attend all meetings where possible.
- Respect and value other people's ideas. (i.e. address the issue not the person.)
- Show professional courtesy and respect confidentiality at all times.
- Listen actively and interact in discussions without interrupting.
- Structure time and climate to allow equitable opportunities for thinking and constructive discussion.

Code of Conduct

- A councilor must act honestly, in good faith and in the best interests of the school as a whole.
- A councilor has a duty to use due care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
- A councilor must use the position of office for proper purpose, in the best interests of the school as a whole.
- A councilor must recognise that the primary responsibility is to the council as a whole but will have regard for the interests of all stakeholders of the school (including the Government, the Minister and the Chief Executive).
- A councilor must not make improper use of information acquired as a councilor.
- A councilor must not take improper advantage of the position of councilor.
- A councilor must not allow personal interest, or the interests of any associated person (ie spouse, de facto spouse, parent, child, brother or sister or any company, corporation, partnership, trust or other entity owned or controlled by the council member or in which the council member has a material interest), to conflict with the interests of the school.
- A councilor has an obligation to be independent in judgment and actions and takes all reasonable steps to be satisfied about the soundness of all decisions taken by the council.
- Confidential information received by a councilor in the course of the exercise of councilor duties remains the property of the person, company or group from which it was obtained. It is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by that person, company or group, or the person from whom the information was provided, or if it is required by law.
- A councilor must store material received through their role as councilor in a secure manner.
- A councilor must not engage in conduct likely to bring discredit upon the school, its staff, students or families whether this is through face to face conversations or use of technology (email, mobile phone) and social networking tools.
- A councilor has an obligation, at all times, to comply with the spirit, as well as the letter, of the law and with the principles of this code.

If a councilor is found to be in breach of any of the points above they and the council will be asked to consider their role on the council or sub-committee.

Governing Council meets twice per term on a Monday evening (8 meetings for the year). Attendance is required for at least 4 meetings. (Extenuating circumstances will be considered.)

Council member name:

Council member signature:

Date:

NB: Agreement to be signed at the beginning of each year.