

# HIGHVIEW COLLEGE BOARD 'CODE OF CONDUCT' POLICY

**Person Responsible – Board Chair**

(Reviewed annually)



## **Statement of Context and Purpose**

The principal responsibility of Highview College's Directors is to act in good faith and in the best interest of Highview College as a whole. The Board is committed to continually improving Highview College and ensuring that they provide an environment in which employees and students are able to reach their potential. It is the responsibility of the Board to ensure that it governs the relationships between the Board, the Principal and senior employees and to ensure that Highview College is well managed and that its operations are successful.

The Board is responsible to approve Highview College's policies and procedures and to actively promote ethical behaviour and decision-making. It is paramount that Directors act with honesty and integrity. This policy is subject to provisions in the constitution of Highview College.

## **Application**

This Code applies to all members of the Board, the Principal of Highview College and the Company Secretary.

## **Board Meetings**

The Board will meet on a regular basis. Directors are required to be in attendance and conduct themselves in a manner which is in the best interests of Highview College. The Board meetings are essential to the governance of Highview College and it is essential that Directors are aware of the issues which will be considered. The Principal, Business Manager and Company Secretary will also be required to attend Board meetings.

## **Confidential Information**

Directors must respect the confidentiality of information received as Directors. Confidential information received by a Director during the course of their appointment to the Board remains the property of Highview College and must not be disclosed. A confidentiality agreement shall be signed by all Directors at the first meeting of the school year, and by all new Directors, who are appointed during the course of the school year.

## **Conflict of Interest**

It is the duty of Highview College's Board Directors to disclose any material personal interest that relates to the affairs of Highview College. If a conflict of interest arises, the Director must inform the Chair of the Board as soon as practicable after becoming aware of the conflict. It is the responsibility of Directors to excuse themselves from discussions where there may be a conflict of interest (refer to *Highview College Board Conflict of Interest Policy* for details).

## **Personal Behaviour of Directors**

- Act ethically, with honesty and integrity, in the best interests of Highview College at all times
- Not make improper use of their position as Board members to gain advantage for themselves or for any other person
- Exercise due care, diligence and skill
- Take individual responsibility to contribute actively to all aspects of the Board's role according to the Board member duty statement
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures
- Make reasonable enquiries to remain properly informed
- Understand the financial, strategic and other implications of decisions
- Act in a financially responsible manner
- Understand financial reports, audit reports and other financial material that comes before the Board
- Attend a minimum of 75% of Board meetings
- Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare
- Not harass, bully or discriminate against colleagues, members of the public and/or employees
- Contribute to a harmonious, safe and productive Board environment/culture through professional and respectful workplace relationships
- Recognise that the primary responsibility is to Highview College
- Not engage in conduct likely to bring discredit to Highview College

## **Communication and Official Information for Directors**

- Channel all communication between Board and Staff on business matters through the Chairperson and the Principal
- Not disclose official information or documents acquired through membership of the Board, other than as required by law or where agreed by decision of the Board
- Not make any unauthorised public statements regarding the business of Highview College
- Support, adhere to and not contradict the formal decisions of the Board made in its meetings
- Respect the confidentiality and privacy of all information as it pertains to individuals
- Ensure information gained as a Director is only applied to proper purposes

## **Implications for Practice at Board & Principal Level**

To properly implement this Code, Highview College, the Board and/or the Principal must ensure that:

- this Code is endorsed on an annual basis

- copies of this Code are made available to Board members and the Principal;
- this Code is incorporated into Highview College's Board Directors' appointment process, to ensure that all Directors are aware of the Code, have read and understood the Code, and acknowledge their commitment to comply with the Code
- periodic training and refresher sessions are administered to all Directors and the Principal in relation to this Code.

## APPENDIX A – DIRECTOR'S COMMITMENT TO THE CODE OF CONDUCT

Policy developed by Clayton Utz - 2013

Reviewed by Inge Long - 2016

Reviewed & Updated by the Governance Sub Committee – 26/2/18

Adopted by Board Resolution - 14/3/18

Date for Review - March 2019

## APPENDIX A - DIRECTOR'S COMMITMENT TO THE CODE OF CONDUCT

The operations of the **Highview College** Board are based on Christian values such as honesty, responsibility, integrity, compassion and respect. This checklist is designed to remind and guide the actions of the Directors.

### Personal Behaviour

With regard to personal behaviour, Directors make a commitment to:

- Act ethically, with honesty and integrity, in the best interests of Highview College at all times
- Not make improper use of their position as Directors to gain advantage for themselves or for any other person
- Exercise due care, diligence and skill
- Take individual responsibility to contribute actively to all aspects of the Board's role
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures
- Make reasonable enquiries to remain properly informed
- Understand the financial, strategic and other implications of decisions
- Act in a financially responsible manner
- Understand financial reports, audit reports and other financial material that comes before the Board
- Attend a minimum of 75% of Board meetings
- Not engage in conduct likely to bring discredit to Highview College
- Comply with the spirit, as well as the letter of the law
- Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare
- Not harass, bully or discriminate against colleagues, members of the public and/or employees
- Contribute to a harmonious, safe and productive Board environment/culture through professional and respectful workplace relationships

### Communication and Official Information

With regard to communication and official information, Directors make a commitment to:

- Channel all communication between Board and Staff on business matters through the Chairperson and the Principal
- Not disclose official information or documents acquired through membership of the Board, other than as required by law or where agreed by decision of the Board

- Not make any unauthorised public statements regarding the business of Highview College
- Support, adhere to and not contradict the formal decisions of the Board made in its meetings
- Respect the confidentiality and privacy of all information as it pertains to individuals
- Ensure information gained as a Director is only applied to proper purposes

**Director's commitment**

I agree to abide by the Highview College Board 'Code of Conduct' Policy

Director's Name	
Signature	
Date	