

## School Council Code of Conduct

School councils in Victoria are public entities as defined by the Public Administration Act 2004. School councillors at Skipton Primary School must abide by the 2016 Directors' Code of Conduct issued by the Victorian Public Sector Commission.

The Victorian Public Sector values that Skipton Primary School councillors are expected to abide by are:

- **Responsiveness** – offering good and quick advice to school council
- **Integrity** – being open and honest
- **Impartiality** – making the best decisions for the school that you can
- **Accountability** – being responsible for what you do
- **Respect** – treating everyone well and the same
- **Leadership** – letting everyone know about these values
- **Human rights** – doing the right thing by others

The following Code of Conduct is based on the Victorian public sector values and requires councillors to:

- act with honesty and integrity (be truthful, open and clear about their motives and declare any real, potential or perceived conflict of interest and duty),
- act in good faith in the best interests of the school (work cooperatively with other councillors and the school community, be reasonable, and make all decisions with the best interests of students foremost in their minds),
- act fairly and impartially (consider all relevant facts of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self interest),
- use information appropriately (respect confidentiality and use information for the purpose for which it was made available),
- use their position appropriately (not use their position as a councillor to gain an advantage),
- act in a financially responsible manner (observe all the above principles when making financial decisions),
- exercise due care, diligence and skill (accept responsibility for decisions and do what is best for the school),
- comply with relevant legislation and policies (know what legislation and policies are relevant for which decisions and obey the law), and
- demonstrate leadership and stewardship (set a good example, encourage a culture of accountability, manage risks effectively, exercise care and responsibility to keep the school strong and sustainable).

### REVIEW

This policy was approved at School Council in November 2020. It is due for review in 2022.