



Code of Conduct

Comet Bay College Board Members

Introduction

1. Board members will abide by all relevant legislation, and industrial agreements and this Code of Conduct.

Board Decisions

2. Board members will take into account the following primary considerations in making Board decisions:
 - a) the vision, ethos and values of Comet Bay College (“the College”)
 - b) what is in the best interests of students
 - c) what will enhance the education provided by the College.
3. All Board members will represent all sectors of the College community and not only one viewpoint or the view of an individual.
4. Board members will regularly seek the views and opinions of the whole College community, especially when new policies are being developed or major decisions undertaken that may have a significant impact on the College.

Board Conduct

5. In fulfilling their duties, Board members will:
 - a) conduct themselves in a civil and respectful manner at Board meetings and in the course of Board business;
 - b) promote respectful partnerships;
 - c) utilise clear and honest two-way communication and transparent processes;
 - d) promote democratic, informed decision-making;
 - e) act for the benefit of the College and not for personal, professional or third party gain or financial enrichment;
 - f) demonstrate commercial reasonableness to the best of their ability;
 - g) discharge their duties in good faith and with impartiality, honesty, integrity and due diligence;

- h) use powers of office for a proper purpose;
 - i) not engage in conduct likely to discredit the College or Board; and
 - j) not use information gained as a Board member for an improper purpose; and
 - k) not make improper use of College property or resources.
6. Board members will ensure that meetings are orderly, result-oriented, efficient, productive and as fully informed as possible.
 7. Board members will actively participate in meetings.
 8. Board members will maintain confidentiality and privacy with regard to sensitive matters that might arise at College Board meetings.
 9. Board members will not discuss individually college staff, students, parents, or other members of the College Community at Board meetings.
 10. A Board member who is approached by a parent with a concern will treat such discussion with discretion, protecting the confidentiality and privacy of the people involved. If the issue relates to an operational matter of the college, the parent must put this in writing to the College Board.
If the issue relates to a college policy or procedure, it will be put on the agenda for discussion at the next College Board meeting, where it will be dealt with in a generic sense to protect the privacy of individuals involved.
 11. Board members will “speak as one voice” in the public arena once a decision has been made.
 12. Conflict between College Board members will be dealt with respectfully and in accordance with the principles of natural justice.
 13. Harassment and discrimination on any grounds is prohibited.

Conflict of Interest

14. Board members will not allow their personal or professional interests to conflict
with that of the College.
15. Board members will declare any conflicts of interest either at the start of the Board meeting concerned or when a relevant issue arises.
16. A Board member who believes another Board member has an undeclared conflict of interest will specify in writing the basis of this potential conflict.
17. All conflicts of interest will be documented in the Board’s Conflicts of Interest Register.

18. Where a conflict of interest or potential conflict of interest is identified and/or registered, the Board member concerned will leave the room as soon as that item comes up for discussion. The concerned Board member will not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.
19. If a person declares themselves to have existing or potential conflict of interest, confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and if the Board cannot resolve this allegation to the satisfaction of both parties the matter will be referred to the Board's Ethics Sub-Committee. This Sub-Committee will make a recommendation to the Board as to what action shall be taken.
20. Examples of conflicts of interest could be (but are not limited to):
 - a) When a Board member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services within the College.
 - b) When a Board member him or herself offers a professional service to the College.
 - c) When a Board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal or professional advantage.
 - d) Where a Board member or the ex/officio member of the Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of Comet Bay College.

Apologies

21. If Board members are unable to attend a meeting, they must submit an apology prior to the meeting.
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