



POLICY TITLE: Code of Conduct

BOARD APPROVAL DATE: 21 July 2009

SIGNED BY CHAIR:

BOARD REVIEW DATE:

OVERVIEW:

The responsibility of the School Council is to govern Rockingham Montessori School. In order to do this appropriately, the following principles should be adhered to. It is expected that each Council member sign a copy of this code.

PRINCIPLES:

1. Put RMS goals before personal goals.

- Put the best interests of the School ahead of individual desires.
- If there are any known conflicts of interest, these should be discussed with the Council, and if necessary abstention from discussion and voting on these matters will occur.

2. Support the final decision of the Council.

- Once an issue has been discussed and decided, support it and defend it. Any decisions made represent the united decision of the Council, not individual members. Even if the united decision is contrary to your own opinion, support the Council and its members in that decision.

3. Meeting preparation.

- All Council members are expected to come to meetings prepared.
- All subcommittees should prepare written reports and circulate to all Council members via email **5 days** prior to Council meeting. Reports should be forthcoming from:
 - o Chairperson
 - o Treasurer
 - o Teacher in Charge
 - o Building and Maintenance
 - o Fundraising
 - o PR Marketing

- Policy and Procedure
- Grants
- All Council members should be aware of the contents of the reports/previous minutes etc.
- Items that Members do not fully understand should be clarified prior to the Council meeting.

4. General meeting etiquette.

- Members should be on time for meetings.
- Mobile phones should be turned off or on silent. No other electronic devices should be used. Should it be necessary to answer a call, one should leave the room to prevent continued disruption to the meeting.

5. Running of the Meeting.

- There should be no lengthy discussion or debate regarding issues that have not been reported on (in writing) by the relevant subcommittee or nominated working party. However, when discussion does take place please allow everyone to speak uninterrupted and consider their opinion or point of view.
- The Chair will take control of discussion if it is deviating too far from the agenda item, is too heated or unruly, or generally counter-productive.

6. Strategic thinking.

- Regularly review the operation of the Council and the conduct of its members.
- Strategic planning should be on the agenda for each meeting.
- DO NOT involve yourself in the management of the School unless specifically requested by the Council and the Teacher in Charge.

7. Be kind.

- Respect the view of other Council members.
- Refrain from personal criticism of other Council members and the School, within, and outside of Council meetings.
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8. Maintain privacy.

Create an environment in which Council members feel safe to express their views, and in which they are guaranteed of personal privacy. Adopt a clear position that the outcomes of all Council decisions are open to the members, but that the discussions leading to those outcomes are private.

I agree to abide by this code of conduct

Signed

Date