

# Hauraki Primary School

## Policy Document

### Hauraki School Board Code of Conduct

#### Rationale

The purpose of the Hauraki School Board (“the Board”) is to govern the school. As Board members, we share the common objectives outlined in section 127 of the Education and Training Act 2020 (the Act), including ensuring the school gives effect to Te Tiriti o Waitangi. These objectives are not achieved alone, but in partnership with parents/caregivers, whanau, iwi, hapu, communities and students/akonga.

#### Purpose

We act and behave in a manner that demonstrates and promotes these common objectives.

#### Code of Conduct

1. The below Code of Conduct (“the Code”) sets out the minimum standards of conduct that all Board members must meet.

<b>1. I act with integrity</b>	I act with high standards of professional and personal integrity, including being honest, open, transparent, and trustworthy.
<b>2. I am culturally responsive and fair</b>	I do not act or advocate in a way that discriminates against, nor act in a way that unjustifiably favours, particular individuals, groups, identities or interests.
<b>3. I actively promote a safe school environment</b>	I speak up when I see unethical behaviour. I treat all concerns raised seriously. I encourage an open culture where all staff, communities and students feel safe speaking up.
<b>4. I am respectful of my fellow Board members and act consistently with the values of Hauraki school</b>	I follow the Board’s policies and procedures. I work with my fellow Board members in a respectful way, even when we disagree.
<b>5. I respect the process of collective decision-making</b>	I recognise that only a member authorised by the Board to do so may speak on behalf of the Board. I do not act independently of the Board’s decisions.

<b>6. I treat staff, students and members of the school community with respect</b>	I treat the principal, staff, students, and school volunteers, and members of the school community with courtesy and respect.
<b>7. I take responsibility for ongoing development in my role</b>	I make myself available to undertake appropriate professional development, including a focus on Te Tiriti o Waitangi and good governance
<b>8. I engage with our community in sensitive and appropriate ways</b>	I work with my fellow Board members to authentically engage with all people in our school community, including whanau, local Māori communities, iwi and hapu, fairly, impartially, promptly, and sensitively to help inform the decisions we make.
<b>9. I speak up for all students</b>	I put students' wellbeing, progress and achievement first and foremost, unaffected by my personal beliefs or interests.
<b>10. I come prepared</b>	I come to Board meetings prepared to fully participate in decision-making.
<b>11. I use my position responsibly</b>	I maintain confidentiality when I receive non-public information gained in the course of my duties and use it only for its intended purpose. I publicly represent the school in a positive manner and do not publicly disclose information that may be harmful to the school. I do not pursue my own interests at the expense of the school or community's interests.
<b>12. I do not seek gifts or favours</b>	I follow our Board policy procedures in relation to any offers of gifts or hospitality. I never seek gifts, hospitality or favours for myself, members of my family or other close associates.
<b>13. I am politically impartial in my role as a Board member</b>	I do not endorse or campaign for political party or candidate in my capacity as a school Board member
<b>14. I meet statutory and administrative requirements</b>	I act in accordance with all statutory and administrative requirements relevant to the role of the school Board (including as an employer) and will seek guidance and support if and where necessary
<b>15. I identify and manage conflicts of interest</b>	I identify, disclose, manage and regularly review all interests. I become familiar with, and follow, all conflicts of interest requirements, including those of the Board, the school, and all statutory requirements.

### **Sanctions for failing to comply with the Code**

2. By resolution, the Board may censure a member, other than a principal, for any significant or persistent breach of the Code. This may include:
  - misconduct
  - inability to perform the functions of office
  - neglect of duty
  - breach of any of the collective duties of Board members or the individual duties of Board members, depending on the seriousness of the breach.
3. The Minister of Education (the Minister) may remove a Board member, other than a principal, if:
  - the Board member has significantly or persistently breached the Code, and
  - the Board considers the Board member's failure to comply with the Code warrants the removal of the Board member, and
  - the Board has presented the Minister with a written report about the Board member's failure that recommends the removal of the Board member, and
  - the Minister is satisfied there is just cause to remove the Board member.
4. The removal must be made by written notice to the Board members and the notice must state:
  - the day on which the removal takes effect, which must be no earlier than the day on which the notice is received, and
  - the reasons for the removal
5. The Minister may remove a Board member with as little formality and technicality, and with as much expedition, as permitted by the principles of natural justice, a proper consideration of the matter and the requirements of the Act

### **Review**

6. All Board members are expected to be fully aware of the minimum standards expected of them.
7. The Code will be reviewed annually, at the start of each year, and
  - when the Board membership changes or
  - when a Board member is unable to comply with a standard.

Signed: \_\_\_\_\_

**Presiding Member of the Board**

Date: \_\_\_\_\_

**Review Date:** Term 2 2026



## Code of Conduct Acknowledgement

I Clarinda Franklin acknowledge that:  
(print name)

- I have received a copy of the Code of Conduct
- I have read and understood my obligations under the Code of Conduct
- I understand that a breach of the Code of Conduct may lead to being censured or removed from the Hauraki School Board.

Signed: 

Date: 27/6/23