



PELORUS COMMUNITY PRESCHOOL

Board Code of Conduct Policy

Education [Early Childhood Services] Regulations 2008 (and its Amendments): Regulation 47

Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion GMA 4

Rationale:

The Pelorus Community Preschool Board is committed to the adoption of ethical and legal conduct in all areas of its responsibilities and authority.

All Board Members and Contracted Advisers are committed to providing moral leadership in setting the ethical and legal framework for Pelorus Community Preschool, recognising that sound Board systems provide protection for the organisation, its stakeholders, the board and its members against fraud, illegal practices and poor performance.

Procedure:

Trustees shall:

- Act honestly and in good faith at all times
- Avoid knowingly entering into any arrangement that may create a conflict of interest.
- Declare all interest that could result in a conflict of interest which could bring the organisation into disrepute (refer Conflict of Interest policy).
- Attend board meetings giving sufficient time to preparation to allow for full participation in decision making.
- Avoid deception, unethical practice or any other behaviour that is or may be construed as less than honourable with regard to Pelorus Community Preschool business.

- Keep confidential all information other than as agreed by the board or as required under law.
- Abide by board decisions except when invoking a trustees right to pursue review or reversal.
- Take no action that harms the organisations public image.

The board shall:

- Ensure appropriate definition and separation of duties and responsibilities between itself and the Manager.
- Ensure where possible the organisation does not raise stakeholder or community expectations that cannot be fulfilled.
- Ensure all staff employed including volunteers are provided with a working environment and working conditions that meet all standards of employment defined by workplace legislation.
- Regularly review its own performance to promote development and quality assurance.
- Conduct its meetings to ensure full and fair participation of trustees.
- Ensure that PCP's assets are protected via a suitable risk management strategy.

POLICY REVIEW

Adopted: 18 August 2014
Review term: Yearly
Review Date: August 2015
Reviewed: October 2015
Review Date: October 2016
Reviewed: October 2016
Review Date: October 2017

Policy In Action

If this Policy is being implemented effectively, then you should see the following happening in the Preschool:

- Board Meetings are held within accepted time frames and allow for all members to participate fully in discussions
- Board Members are prepared for meetings and feel their input is valued
- Confidentiality of Board business is upheld
- Board Members maintain good relationships with staff and community