
Carmel College Governance Policy 02: Trustee Code of Conduct Policy

Special Character statement

Our college is the Catholic Church in action, an authentic expression of the Church's mission. Therefore, our role as a Catholic college, is, above all, to be a place where every member of this learning community can encounter the living God and our focus is on helping to form Christ in the lives of others. We do this through the Catholic and Mercy traditions.

Outcome statement

The Board will always act in an ethical and respectful manner

Scoping

Every member of the Board will have access to the Code of Behaviour and opportunities to discuss its expectations of their conduct. Board business will be conducted in an ethical and respectful manner, in accordance with legislation and Board policy.

This declaration will be reviewed annually, at each February meeting, and all Board members will sign the Trustee Code of Conduct declaration.

Expectations and limitations

As members of an effective governance team, each member of the Board of trustees shall:

1. Actively promote and protect the special character of the college
2. ensure the needs of all students and their achievement is paramount
3. be loyal to the college and its mission
4. maintain and understand the values and goals of the college
5. publicly represent the college in a positive manner
6. respect the integrity of the Principal and staff
7. observe the confidentiality of non-public information acquired in their role as a trustee and not disclose to any other persons such information that might be harmful to the college or individuals associated with the college
8. be diligent and attend Board meetings prepared for full and appropriate participation in decision making
9. ensure that individual trustees do not act independently of the Board's decisions
10. speak with one voice through Board policies and ensure that any disagreements with the Board's stance are resolved within the Board
11. in the course of Board meetings, disclose any interests in a transaction or decision where they, their family and/or partner, employer or close associate will receive a benefit or gain and leave the meeting for the duration of discussion and/or voting in relation to the matter
12. recognise the lack of authority in any individual trustee or committee/working party of the Board in any interaction with the Principal or staff
13. recognise that only the chair (working within the Board's agreed chair role description or delegation) or a delegate working under written delegation can speak for the Board
14. continually self-monitor their individual performance as trustees against policies and

any other current Board evaluation tools

15. be available to undertake appropriate professional development.

Procedures/supporting documentation

1. NZSTA Policy Framework
2. NZSTA Trustee Handbook, Section A: Trusteeship
3. Integrated Schools Handbook - Appendix 9 Code of Ethics for Staff and Boards of NZ Catholic Schools

Monitoring

Board annual self review, report and recommendations for action.

Legislative compliance

[Education Act 1989](#)

Date reviewed: (<i>annually</i>)	February, 2019	Next Review:	February, 2020
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