

**HIGHVIEW COLLEGE**  
**BOARD CODE OF CONDUCT**  
**Person Responsible – Board Chair**



**Statement of Context and Purpose**

The principal responsibility of Highview College's Board members is to act in good faith and in the best interest of Highview College as a whole.

The Board is committed to continually improving Highview College and ensuring that they provide an environment in which employees and students are able to reach their potential.

It is the responsibility of the Board to ensure that it governs the relationships between the Board, the Principal and senior employees and to ensure that Highview College is well-managed and that its operations are successful.

The Board is responsible to approve Highview College's policies and procedures and to actively promote ethical behaviour and decision-making. It is paramount that Board members act with honesty and integrity. This policy is subject to provisions in the constitution of Highview College.

**Application**

This policy applies to all members of the Board and the Principal of Highview College.

**Reference Points / Background Papers**

- Corporations Act 2001 (Cth);
- Workplace Gender Equality Act 2012 (Cth);
- Delegated Authorities Policy;
- Recruitment and Selection Policy;
- Discrimination and Harassment Policy;
- Privacy Policy;
- Information Technology Acceptable Use Policy;
- Social Media and Networking Policy;
- Leave Policy;
- Grievance Handling and Investigation Policy;
- Termination Policy;
- Redundancy Policy;
- Occupational Health and Safety Policy;
- Bullying and Violence Policy.

**Role of the Board**

The role of the Board is to:

- act honestly, in good faith and in the best interests of Highview College as a whole;
- exercise its responsibilities with care and diligence;
- define, develop and clarify the strategic direction of Highview College;
- ensure the highest standard of ethical behaviour;

- determine the policies and procedures to be implemented;
- effectively manage Highview College's finances;
- demonstrate commercial reasonableness in their decisions;
- continually review performance;
- appoint and remove the Principal;
- appoint and remove the Business Manager;
- provide guidance and support for the Principal;
- fulfil legal obligations; and
- fulfil specific responsibilities under the Constitution of Highview College.

### **Role of the Chair**

The role of the Chair is to:

- promote constructive and respectful relationships between members of the Board, and members of the Board and the Principal;
- provide leadership and guidance to ensure the Board is fulfilling its responsibilities;
- provide evidence of the Board's structure which will include details, experience and expertise of the members of the Board;
- ensure the Victorian Registration and Qualifications Authority minimum standards and other requirements are met.

### **Board Meetings**

The Board will meet on a regular basis. Board members are required to be in attendance and conduct themselves in a manner which is in the best interest of Highview College. The Board meetings are essential to the governance of Highview College and it is essential that board members are aware of the issues which will be considered. The Principal will also be required to attend Board meetings.

### **The Principal**

The Principal is appointed by the Board. The appointment process will be formal and transparent. The Principal is responsible for the day to day management of Highview College and will act in accordance with the strategy developed by the Board and the policies endorsed by the Board on an annual basis. The Board will provide guidance and support for the Principal.

### **Appointment of Board Members**

Each Board member will receive a letter upon appointment. Without limitation, the letter may address factors such as:

- the term of appointment;
- powers and duties of directors;
- Highview College's constitution;
- current Highview College policies endorsed by the Board;
- other Board members;
- areas of expertise that the Board member will be responsible for.

## **Confidential Information**

Board members must respect the confidentiality of information received as a board member. Confidential information received by a member of the Board during the course of their appointment to the Board remains the property of Highview College and must not be disclosed. A confidentiality agreement shall be signed by all Directors at the first meeting of the school year, and by all new Board members, who are appointed during the course of the school year.

## **Conflict of Interest**

It is the duty of a member of Highview College's Board to disclose any material personal interest that relates to the affairs of Highview College. If a conflict of interest arises, the board member must inform the Chair of the Board as soon as practicable after becoming aware of the conflict. It is the responsibility of board members to excuse themselves from discussions where there may be a conflict of interest.

## **Implications for practice**

### **At Board / Principal Level**

To properly implement this Code, Highview College, the Board and/or the Principal must ensure:

- that this Code is endorsed on an annual basis;
- that copies of this Code are made available to Board members and the Principal;
- that this Code is incorporated into Highview College's Board members' appointment process, to ensure that all Board members are aware of the Code, have read and understood the Code, and acknowledge their commitment to comply with the Code;
- that periodic training and refresher sessions are administered to all Board members and the Principal in relation to this Code.

Policy developed by Clayton Utz – 2013

Updated by Inge Long – 2016