

## **Code of Conduct for Members of Board of Management and Sub-Committee of the BOM**

1. This policy document and Code of Conduct, as amended from time to time, shall be endorsed at the first meeting of a BOM or sub-committees of the BOM following each election of new board members or re-election of existing Board or sub-committee members.
2. A code of conduct for Members of the BOM and its sub-committees provides ethical guidelines to which members shall adhere in the performance of their duties.
3. Decision making and attitudes of the BOM and its sub-committees should be guided by non-sexist, non-racist and multi-denominational principles, whilst adhering to general ET ethos and must always reflect what's in the best interest of the school.
4. The Board of Management and its sub-committees fulfil their responsibilities with integrity which reflects the school ECC and ET ethos, and operates in a manner which promotes confidence from the parents/guardians, pupils, staff and patron body in its deliberations. Adherence to the following principles will allow members of the BOM or sub-committees to pursue their mandate, foster harmonious relations between BOM or sub-committees members, the parents/guardians, pupils, staff and patron body and other organisations that interact with the school, particularly the Dept of Education and Science.
5. Board and sub-committee members shall attend and actively participate in meetings and recommend policy and other duties as prescribed.
6. Board and sub-committee members have a responsibility to become conversant with the school ECC and E.T. ethos.
7. Board and sub-committee members shall always conduct business in a manner that does not conflict with the best interests of the school, its pupils, staff and parents/guardians and treat individuals with dignity and respect.
8. No Board or sub-committee members shall purport to speak on behalf of the board or sub-committee members, unless they have the authority to do so.
9. Board and sub-committee members are expected to fully support in public:-
  - Board and sub-committee decisions
  - Individual Board members and members of sub-committees in carrying out their duties as requested by the Board or its sub-committees.

This in no way inhibits a Board members or members of BOM sub committees right to debate policy or differing views of individual Board members at Board meetings.
10. Board and sub-committees members shall recognise the principle of Boardroom confidentiality
11. Board and sub-committees members shall not abuse their position to obtain advantage for themselves, family members or close associates, and/or demonstrate abuses of authority.
12. Board and sub-committees members shall exercise reasonable care in all matters under consideration
13. Board and sub-committees members shall refrain from engaging in conduct that would discredit and/or compromise the integrity of the Board or its sub-committees, members either, or the school: Some examples of misconduct are

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- neglect of duty, deceit, breach of confidence, corrupt practices, unlawful or unnecessary breaches of authority.
14. Board and sub-committees members must serve loyally, without self-interest and free from conflicts of interest.
  15. Board and sub-committee members must declare any conflict of interest with respect to their fiduciary responsibilities.
  16. Board and sub-committee members shall be eligible for re-imbusement of all reasonable costs associated with their attendance at other meetings as authorised. Procedure for claiming normal out of pocket expenses when engaged in BOM business are set out in the school finance policy.
  17. Any breach of the Code of Conduct by a BOM member shall be recorded by the Board and one or more of the following methods shall be invoked:-
    - (a) A Board motion requesting an investigation by an independent 3<sup>rd</sup> party
    - (b) A Board motion calling for the subject member of the Board to appear before the Board, or make a written submission and be subject to censure by way of admonishment, caution and/or reprimand.
    - (c) If the breach of conduct is so grave the BOM feel that the member cannot remain on the BOM, the chairperson, with the consent of the BOM will request the Patron removed the member from the Board
  18. Any breach of the Code of Conduct by a member of a BOM sub-committee member shall be recorded by the sub-committee and one or more of the following methods shall be invoked:-
    - (a) A sub-committee motion requesting an investigation by the BOM
    - (b) A Board motion calling for the subject member of it sub-committee to appear before the Board, or make a written submission and be subject to censure by way of admonishment, caution and/or reprimand.
    - (c) If the breach of conduct is so grave that the BOM feel that the member cannot remain on its sub-committee, the chairperson, with the consent of the BOM will request the member to resign from the sub-committee.
  19. Where school headed paper is used by sub-committees of the BOM, contents must be approved in advance by chairperson of the BOM or school principal.

I agree to abide by the above Code of Conduct \_\_\_\_\_

Date \_\_\_\_\_