



**Southern
Grove**

PRIMARY

Board Code of Conduct

At Southern Grove Primary School, we believe the key to success is building authentic and positive relationships between staff, students and families to ensure our school environment is a place where we are valued, feel comfortable and can grow personally and professionally.

At Southern Grove we demonstrate our four core values at all times. These are:

- Be kind
- Be caring
- Be brave
- Be polite

As a Board we have created our own staff code of conduct, outlining the above line behaviours we expect all staff to demonstrate at all times.

ABOVE THE LINE BEHAVIOURS	BELOW THE LINE BEHAVIOURS
<p>During meetings and professional learning sessions we:</p> <ul style="list-style-type: none"> • are on time, present and stay on task • are committed to the agenda • are clear, honest, open and receptive when communicating • are respectful of the presenter • suspend judgment • acknowledge all ideas • provide positive and constructive feedback • are accountable for our actions • meet deadlines and come prepared 	<p>During meetings and professional learning sessions we do not:</p> <ul style="list-style-type: none"> • make inappropriate comments • engage in side conversations • display poor body language • check phones or smart watches • complete other work • run over time
<p>When we communicate, we:</p> <ul style="list-style-type: none"> • are professional, open and honest in a kind, caring way • are respectful • are clear and purposeful • make eye contact and use a warm tone of voice • give compliments and show appreciation • are open to constructive feedback • consider the time frame when expecting a response to emails • engage in healthy debate • have difficult conversations ‘eat the frog’ • use people’s names • actively listen to others • respond to emails within 48 hours, unless it is a weekend 	<p>When we communicate, we do not:</p> <ul style="list-style-type: none"> • display negative body language or facial expressions • talk over other people • speak aggressively, rudely or shout at people • go off topic

In the community and at events we:

- are professional in our presentation and behaviour
- speak positively about our school
- smile! be friendly! say hello!
- maintain professional and respectful boundaries
- are approachable for students, parents and the wider community
- maintain confidentiality of students and staff
- demonstrate appropriate social media etiquette - privacy settings, posts and friends

In the community and at events we do not:

- bring the school or Department into disrepute
- engage in gossip
- complain publicly about the school or students
- ignore students or parents in public places

It is the responsibility of each and every Board member to support each other in demonstrating the above line behaviours as outlined in this document.

When members agree to take a position on the Board they are agreeing to uphold these behaviours.



Together we grow...