



Sacred Heart
Girls' College
HAMILTON

Sacred Heart Girls' College, Hamilton

TRUSTEES CODE OF CONDUCT (GOVERNANCE)

The daily life of the college will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.

The Board is committed to ethical conduct in all areas of its responsibilities and authority.

All Trustees shall:

- maintain, understand and be loyal to the values and mission of the school;
- ensure that the Special Character of the school is upheld and role modelled;
- ensure the needs of all students and their achievement is paramount;
- represent the school in a positive manner;
- respect the integrity of the Principal and staff;
- 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 school or to individuals;
- be diligent in attending Board meetings fully prepared to participate in decision making;
- ensure that individual Trustees do not act independently of the Board's decisions;
- speak with one voice through its adopted policies and ensure that any disagreements with the Board's stance are resolved within the Board;
- avoid any conflicts of interest with respect to their fiduciary responsibility;
- recognise that individual Trustees and subgroups make recommendations to the Board, and that only the full Board has the authority to direct the Principal or staff;
- 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;
- continually self-monitor their individual performance as Trustees against policies and any other current Board evaluation tools;
- be willing to participate in professional development opportunities in order to make an effective contribution;
- read, understand and abide by the Trustees Ethical Code contained in the integrated Schools Handbook and appended here.

References

- NZSTA Policy Framework
- NZSTA Trustee Handbook, Section A: Trusteeship
- Integrated Schools Handbook – Appendix 9 Code of Ethics for staff and Boards of NZ Catholic Schools
- Key legislation contained in 'Guidelines for Board Assurance Statement and Self-Audit Checklists' ERO

Approved by the Board of Trustees at the meeting held on 26/03/ 2018

Chairperson  H McConnell

REVIEW: this policy will be reviewed by the Board of Trustees Triennially

TRUSTEE DECLARATION

I, _____, have read and understood this Code of Conduct Policy and agree to follow and abide by it to the best of my ability.

Signed _____ Date _____

Appendix - Extract from Integrated Schools Handbook 2010

APPENDIX 9

CODE OF ETHICS FOR STAFF AND BOARDS OF NEW ZEALAND CATHOLIC SCHOOLS

Authentic Catholic education has as its mission to educate students within an atmosphere of Christ's love, which permeates all that occurs in the school. Further, the school encourages growth in faith and prepares young people for their life as Christians in the community.

As staff and Boards of Catholic schools we are committed to: students, parents and caregivers, the community and education itself. In order to serve effectively we are also committed to our own growth and well being.

Principle 1.0 Commitment to our Students

- 1.1 We uphold the Catholic Special Character of our school.
- 1.2 We put the well-being of our students first, respecting their rights and dignity, nurturing their individual sense of self-worth and serving their spiritual, academic and human needs.
- 1.3 We help students to see the relevance of the Good News of salvation and challenge them to live by gospel values.
- 1.4 We focus on delivering the best possible educational programmes that suit each student, enabling them to reach their fullest potential.
- 1.5 We work to deliver the best possible Religious Education programmes for our students, and to relate these programmes to their daily lives.
- 1.6 We enable students to develop a sense of personal responsibility and a commitment to their community.
- 1.7 We respect students' unique individuality.
- 1.8 We work to provide a safe learning environment for our students and to protect them from violence and other forms of abuse.
- 1.9 We endeavour to exercise restorative justice in the case of students who offend.

Principle 2.0 Commitment to Parents and Caregivers

- 2.1 We support parents and caregivers in their responsibility for their children's education; therefore we co-operate with them, respecting their right to know, understand and share in decisions that affect the education and welfare of their children.
- 2.2 We report their children's progress regularly, and as needed, in a spirit of charity and with professional honesty.
- 2.3 We offer supportive ways to assist parental involvement in their children's education.
- 2.4 In our Religious Education and other programmes we work to enhance family life, and the home-school relationship.
- 2.5 We respect privacy and confidentiality of information.

Principle 3.0 Commitment to the Community

- 3.1 We are committed to serving all members of our school, co-operating in building our Catholic educational community.
 - 1.2 We uphold the reputation of students, parents, staff and Board members.
- 3.3 We support the authority, decisions and leadership of our Catholic Bishops, our Proprietors and those who work to uphold and develop Catholic Education.
- 3.4 We support the integral relationship of the Catholic school and the Catholic parish.
- 3.5 We promote the peace of Christ in the world by modelling co-operative behaviour and peaceful solutions to conflict.
- 3.6 We show constructive leadership, and develop students' potential for Christian leadership in society.
- 3.7 We respect and support the work of all associated with education in other parts of the Catholic education system and the national education system.
- 3.8 We support and work with other Catholic schools, for the good of the Catholic school system.
- 3.9 We commit ourselves to the principles of the Treaty of Waitangi, and actively support the multi-cultural development of New Zealand society.

Principle 4.0 Commitment to Education

- 4.1 We educate for excellence, challenging all students to achieve high standards which reflect their abilities.
- 4.2 We work in partnership with the Ministry of Education, in striving for excellence in New Zealand's education system.
- 4.3 We contribute to wider educational debate and development in our society.
- 4.4 We model and support professional behaviour within our school by conscientiously fulfilling our defined roles.
- 4.5 We place a high value on regular professional development.

Principle 5.0 Commitment to Ourselves

Recognising that we can only fulfil our responsibilities to others if we fulfil our responsibilities to ourselves:

5.1 We nurture our spiritual growth, and deepen our understanding of the teachings of Christ and his Church.

5.2 We strive to live by values of truth, honesty, justice, goodness, love, reconciliation and respect for others.

5.3 We sustain our physical and mental health, striving for balance in our work, recreation, rest, emotions and self-development.

NZCEO
June 2002