

Dear Visitor,

Thank you for coming to our school council meeting today. Please read the information below and sign and return this sheet before the meeting begins.

Participation

As a visitor, you are welcome to listen to the proceedings. If you wish to speak, this must be by invitation from the presiding member (Meeting Chair).

Confidentiality

The minutes of School Council are protected under the Freedom of Information Act 2000. The community is informed of decisions and important items from the meetings through the school newsletter. The individual statements and discussions during a meeting are confidential and are not to be discussed outside the meeting. As a visitor, you are required to maintain this confidentiality, as all school councillors need the opportunity to speak freely, and in confidence, during any discussion or decision-making process.

Code of Conduct

School councils in Victoria are public entities as defined by the **Public Administration Act 2004**. School Councillors must abide by the Directors' Code of Conduct issued by the Public Sector Standards Commissioner. Visitors must also abide by the Code of Conduct for School Council.

The code of conduct also requires visitors to:

- Act with honesty and integrity (be truthful, open and clear about their motives and declare any conflict of interest should it arise)
- Act in good faith in the best interests of the school (work cooperatively with the school councillors, be reasonable, and understand that school council makes all decisions with the best interest of the students foremost in their minds)
- Act fairly and impartially (consider all sides of an issue, seek to have a balanced view, never act from self-interest, and accept decisions)
- Use information appropriately (respect confidentiality and use information for the purpose for which it was made available)
- Comply with relevant legislation

Closed Agenda items

The principal and school council may decide that only members may be present at a meeting or part of a meeting. Some items on the Agenda may be closed items. In the case of closed items, visitors may be asked to leave.

I _____ as a visitor to Coburg North Primary School Council, hereby understand the information above and agree to comply with the confidentiality requirements and code of conduct as above.

Signed _____

Date _____