

## Board Confidentiality Policy

The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safe Standards as specified in Ministerial Order No. 1359 (2022)**

### INTRODUCTION

Board confidentiality is important. It encourages open and frank discussion at meetings, helps facilitate the development of vision and the implementation of an effective strategy to achieve that vision, and protects information that is confidential, personal, or relates to employment, commercial or legal matters.

### PURPOSE

The purpose of this policy is to facilitate effective governance of The Currajong School by ensuring Board confidentiality.

### SCOPE

This policy applies to all Board members and any person who is not a member of the Board but:

- is present at a Board meeting (or part of a meeting) of The Currajong School (including the secretary of The Currajong School (**Secretary**)); or
- who otherwise assists the Board and handles information pertaining to matters dealt with by the Board

(each a **Relevant Person**).

### POLICY

Board members and other Relevant Persons must keep confidential all information pertaining to matters dealt with by the Board. This includes board meeting minutes, agendas, reports to the Board and associated documents, and information contained in those documents.

The obligation to maintain confidentiality continues to apply even after a person has left the Board or other relevant positions by which they were invited to attend Board meetings or have access to Board information.

Maintaining confidentiality as a general rule will help ensure observance by Board members of the following legal duty:

*A person who obtains information because they are, or have been, a member of the Board must not improperly use the information to:*

- *gain an advantage for themselves or someone else; or*
- *cause detriment to the organisation*

If a request is made for access to one or more Board Papers, the Board may on a case by case basis resolve to provide access to the document(s). In considering this request, the Board will have regard to:

- the importance of maintaining confidentiality to facilitate effective board meetings;
- the importance of complying with the law – including privacy law – and any legal duties to disclose or protect information; and
- the need to be consistent in the way that documents are treated, and the consequence of establishing any precedents or expectations.

Nothing in this policy is intended to prevent the Board from seeking confidential legal, accounting, financial or other expert advice from independent professionals to assist the Board in carrying out its functions.

**Board Papers** means all written communications to Board members, including without limitation monthly/quarterly board papers, submissions, minutes, letters, memoranda, board committee and sub-committee papers and copies of other documents referred to in any of the abovementioned documents made available to the Board member as a Board member during their time in office.

**RESPONSIBILITIES**

The Chair is responsible for bringing this policy to the attention of prospective Board members and other Relevant Persons.

Requests for access to Board Papers should be made to the Secretary who should include consideration of the request as an item on the Board agenda.

**PROCEDURES**

The Secretary shall ensure that Board Papers are created, maintained and distributed in a manner which is consistent with their confidential status. They shall be kept separately from other (non-confidential) documents and stored in a manner which limits access to them by unauthorised persons (including employees).

In circumstances where a request for access to Board Papers has been made, and there is reason to believe that there are laws governing the disclosure or nondisclosure of the document, the Chair may obtain legal advice on the matter to assist the Board in its consideration of the request.

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2023	School Board	October 2026



*The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.*