



Code of Conduct for Trustees and Local Governors

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty

Committee:	Trust Board
Policy Ratified:	May 2023
Review Date:	May 2026

This policy will be reviewed annually, upon significant changes to the law and policy or as needed.

Code of Conduct for Trustees and Local Governors

The purpose of this code is to set out the expectations on, and commitment required from, our Trustees and Local Governors in order for the Trust Board/Local Governing Bodies (LGB) to carry out their work within the school(s) and the community.

The responsibilities of the Trust Board and of Local Governing Bodies are set out in the Partnership's Scheme of Delegation. All Trustees and Local Governors are expected to be familiar with the Scheme.

As Trustees and Local Governors, we will:

- Ensure there is clarity of vision, ethos and strategic direction across the Partnership and within each school;
- Hold leaders to account for all aspects of the performance of the Partnership and its schools;
- Ensure the voices of stakeholders are heard;
- Ensure, in our way of working, that we are mindful of the trust's core values (to serve, inspire and empower) as well as the 'Nolan Principles' set out below.

The seven principles of public life

1. **Selflessness** - Holders of public office should act solely in terms of the public interest.
2. **Integrity** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. **Honesty** – Holders of public office should be truthful
7. **Leadership** – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

As individuals on the board/LGB we agree to:

Fulfil our role & responsibilities

- We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
- We will develop, share and live the ethos and values of our partnership / school(s) both individually and as a group.
- We agree to adhere to partnership / school policies and procedures as set out by the relevant governing documents and law.

- We will work collectively for the benefit of the partnership / school, accepting that we have no legal authority to act individually (except when we have delegated authority to do so).
- We will be candid but constructive and respectful when holding senior leaders to account.
- We will consider how our decisions may affect the partnership / school and local community.
- We will stand by and outwardly support the decisions that we make as a collective.
- We will only speak or act on behalf of the board/partnership/school if we have the authority to do so.
- Where decisions and actions conflict with the Seven Principles of Public Life (previous page) or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
- We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
- When making or responding to criticism or complaints we will follow the established Partnership procedures.
- We will strive to uphold the trust's / school's reputation in our private communications (including on social media).

Demonstrate our commitment to the role

- We will involve ourselves actively in the work of the board / LGB, and accept our fair share of responsibilities, serving on committees or working groups where required.
- We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will arrive punctually and prepared for meetings, having read all papers in advance, ready to make purposeful and positive contributions to discussions.
- We will get to know the partnership/school well and respond to opportunities to involve ourselves in key activities.
- We will visit the school/s by prior arrangement with Headteachers, and when visiting observe agreed partnership / school protocols.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code but will separate our role as governor/trustee from that as parent/carer.
- We will participate in training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will develop effective working relationships with leaders, staff, parents and other relevant stakeholders from our local communities; we will actively seek and listen to their views.
- We will express views openly, courteously and respectfully in all our communications with board / LGB members and staff both inside and outside of meetings.
- We will support the chair in their role of leading the board / LGB and ensuring appropriate conduct.

- We will seek to develop effective working relationships with senior leaders, staff and parents, those involved the governance of CLP, the community, the Diocese (where relevant) and all stakeholders.

Respect confidentiality

- We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
- We will not reveal the details of any board vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We understand that the requirements relating to confidentiality will continue to apply even after we leave office.
- We will exercise the greatest discretion at all times when discussions regarding partnership / school business arise outside of a Board / LGB meeting.

Declare conflicts of interest and be transparent

- We will declare any business, personal or other interest that we have in connection with Trust/school business and these will be recorded in the Register of Business Interests.
- We will also declare any conflict of loyalty at the start of any meeting should the need arise.
- If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
- We accept that the Register of Business Interests will be published on the Partnership/school's website.
- We will act in the best interests of the trust/school as a whole and not as a representative of any group.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the Partnership/school's website.
- We accept that information relating to board/LGB members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

Breach of this Code of Conduct

- We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.
- We understand that any issues will be raised with the Board/LGB Chair and they will investigate; suspension or removal should only be used as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- We understand that any breach alleged against the Board Chair or an LGB Chair will be investigated by a Member or Trustee (respectively).

Every Trustee and Local Governor will be issued this Code of Conduct each year via i-Hasco (Parago) and asked to confirm that they have read and agreed to its contents.