



Members/Trustees/Governors Code of Conduct 2018-19

Office use

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Associated documents:			
Trustee/Governor Induction Handbook			
Links to:			
NGA best practice guidance			

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Introduction

The ability of our Members/Trustees and Local Academy Board Governors to work together for the good of our academies depends essentially on trust and an understanding of our common purpose.

Governance at all levels will have a strong focus on our three statutory core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding the Executive Principal/Principal/ Academy Director to account for the educational performance of the academy and its students, and the performance management of staff
3. Overseeing the financial performance of the academy and making sure its money is well spent

The Trust has therefore adopted the following principles and procedures which have been agreed with the Diverse Academies Learning Partnership (DALP) Board and relate to your joint, and individual, roles and responsibilities as a member of a DALP Board or Local Academy Board (LAB).

Please read the following and as a member/trustee/governor you are asked to sign individually to acknowledge:

1. Role and responsibilities

1.1 We understand the purpose of the board and the role of the executive leaders; we have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the academy operates.

1.2 We recognise that the Senior Executives, the Executive Principal/Principals are responsible for the implementation of policy, day-to-day management of the academy and the implementation of the curriculum. It is members/trustees/governors' responsibility to monitor and have oversight of the strategic direction of the academies/academy.

1.3 We accept that all members/trustees/governors have equal status, and although appointed by different groups (e.g. parents, staff, diocese) our overriding concern will be the welfare of the Trust and academies/academy as a whole.

1.4 We have no legal authority to act individually, except when the Trust/LAB has given us delegated authority to do so.

1.5 We have a duty to act fairly and without prejudice, and in so far as we have responsibility for the employment of staff, we will fulfil all that is reasonably expected of a good employer.

1.6 We will work collectively for the benefit of the organisation.

1.7 We will encourage open government and should be seen to be so doing. We accept that our names, terms of office, roles on the Trust Board/LAB and category of governor will be published on the DALP/academy website and registered with the Education and Skills Funding Agency (EFSA); and logged on the DfE's national database of members/trustees/governors [Edubase].

1.8 We will consider carefully how our decisions may affect the communities our academies/academy serve, other DALP and wider schools and academies and when communicating in our private capacity [including social media] we will be mindful of, and strive, to uphold the reputation of the organisation

2. Commitment

2.1 We acknowledge that accepting office as members/trustees/governors involves the commitment of significant amounts of time and energy.

2.2 We will make full efforts to attend all meetings and where we cannot attend we will send our apologies to the clerk with an explanation for our absence. Attendance resulting in missing meetings for a period of 6 months, either with or without an apology for absence being given, may not be accepted by members/trustees/governors and may result in termination of appointment as members/trustees/governors.

2.3 We will involve ourselves actively in the work of the Trust/LAB and accept our fair share of responsibilities, including service on portfolios or working groups.

2.4 We will get to know the academy well and respond to opportunities to involve ourselves in academy activities.

2.5 We will strive to improve our effectiveness as members/trustees/governors by considering our individual and collective needs for training and development.

3. Relationships

3.1 We will strive to work as a team.

3.2 We will express views openly, courteously and respectfully.

3.3 We will support the Chair of the Trust/Chair of Governors of LAB in their role ensuring appropriate conduct at all times.

3.4 We will seek to develop effective working relationships with the Executive Principal/ Principal, staff, parents, other DALP academies and other relevant agencies (including the Diocesan authorities, where appropriate) and the community.

4. Conflicts of interest

4.1 We will ensure that all members/trustees/governors undertake a Disclosure and Barring Service check.

4.2 We will ensure that all members/trustees/governors complete a Conflicts of Interest and Declaration of Interest submission annually and we accept that the register and any register of interests will be published on the DALP/academy website. We understand that any new conflicts or interests must be advised to the clerk as they occur in order to keep the central record up-to-date.

4.3 We will declare any interest in any business at meetings either at the start of the meeting or if they become apparent throughout a meeting.

4.4 All interests will be noted in the minutes. Failure to disclose an interest will be in breach of this code and members/trustees/governors will be liable to sanctions which could lead to suspension from the Trust/LAB.

5. Confidentiality

5.1 We will observe complete confidentiality regarding proceedings of the Trust/LAB when required or asked to do so, especially regarding matters concerning individual staff or students; we will not discuss the views of fellow members/trustees/governors with members of the public outside our meetings.

5.2 We will ensure all confidential papers are held and disposed of appropriately by either handing them back to the clerk for disposal or using a cross shredder to dispose of them.

5.3 If a discussion of a potentially contentious issue affecting the academy arises outside the Trust/LAB, we will advise the person raising the query to write to the academy to raise their concern by following our complaints procedure. Examples of how this aspect of the code will apply are:

- a. Anything said or discussed in a meeting which is declared as CONFIDENTIAL, shall not be repeated outside the room to anyone else; other than the overall decision supported by the meeting
- b. Verbatim words and interpretations and figures or results declared as CONFIDENTIAL, shall not be conveyed or stated to anyone else, directly or by implication

- c. Facts, figures and identifiable details of people or students/pupils shall not be revealed to anyone
- d. Care needs to be taken when discussing these issues outside the meeting with appropriate members/trustees/governors, to ensure no-one else can overhear
- e. Social networking sites MUST be used with sensitive care so as not to involve any inappropriate contact with students/pupils or staff
- f. We will not respond to comments about the academy on social networking sites but will report any inappropriateness to the Senior Leader at the academy

6. Conduct

6.1 We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the Trust/LAB or its delegated agents. We will not discuss the views expressed by members/trustees/governors or speak publicly against decisions in public or private outside of the meeting.

6.2 We will only speak or act on behalf of the Trust/LAB when we have been specifically authorised to do so.

6.3 In making or responding to criticism or complaints affecting the academy we will follow the procedures established by the Trust/LAB.

6.4 We will always pre-arrange a visit to our academies/academy. Our visits will be undertaken within the framework established by the Trust/LAB and agreed with the Executive Principal/Principal and staff.

6.5 In discharging our duties, we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our academy.

6.6 For the avoidance of doubt this will include any discussions on social networking sites.

7. Email

7.1 We will only use our DALP email address for any governance business.

7.2 In order that DALP ensures compliance with the Data Protection Act 2018 (and the General Data Protection Regulations from May 2018) we will ensure that if emails for a DALP email address are accessed via mobile devices, the device is password protected.

8. Breach of this code of conduct

If we believe this code has been breached, we will raise this issue with the Chair of the Board/Chair of the LAB who will investigate. DALP Trustees will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways with the Chair of the Trust/LAB.

If we believe the Chair of the Trust/CoG has breached this code the DALP Board will investigate.

9. The Seven Principles of Public Life

As public servants you are bound by the Nolan principles of confidentiality when you agree to take on a Members/trustees/governorship (see below).

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

In accepting this Code of Conduct we adopt and adhere to:

Selflessness – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends

Integrity – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness – Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership – Holders of public office should promote and support these principles by leadership and example.

Alison Elway

Chris Pickering

Head of Governor Services

Chief Executive Officer

Date adopted by the DALP board 6 July 2016

Revised: June 2018

All members/trustees/governors are required to sign a copy of this Code of Conduct which will be retained by the Clerk to the Trust Board/LAB and will be reviewed annually.

Signed*Board/Academy.....

Designation *Member/Trustee/Governor please delete as applicable

Print name:

Date: