

Code of Conduct for Academy Trust Directors and those at Local Governing Body Level

Introduction

The purpose of this code is to ensure that Academy Trust Directors and those at Local Governing Body level understand what is expected of them and, in the case of Church of England academies, to ensure that the historic foundation of the academy is upheld as set out in the academy articles of association.

The work and mission of the academy trust is underpinned and framed by the gospel imperative of, 'love one another as I have loved you.' Jesus' words, 'I came that they may have life and life in all its fullness' and the pertinent quote from the book of Esther, 'For such a time as this.' This is embodied in the Church of England's vision of education, linked [here](#).

Once this code of conduct has been adopted, all directors and those at local governing body level must agree to faithfully abide by it and review it annually.

Key Roles

- Develop and uphold the Christian distinctiveness of the trust/academy and promote high standards ensuring that students' holistic well-being is supported and they are attending a successful school that provides a good education.
- Challenge and support the trust/academy by monitoring, reviewing and evaluating progress against targets and ensuring good financial management of trust/academy funds.
- Hold executive leaders to account for the educational performance of pupils and the performance management of staff.
- Oversee financial performance ensuring money is well spent.
- Ensure the voices of stakeholders are heard.

Agreed Code of Conduct

As individuals we agree to the following:

1. Role and Responsibilities
 - We understand our strategic role and will focus on core functions and won't become involved in day to day management;
 - We will fulfil our role and responsibilities as set out in the scheme of delegation;
 - We accept that we have no legal authority to act individually, except when we are given delegated authority to do so, and therefore we will only speak on behalf of the trust/academy when we have been specifically authorised to do so;
 - We accept collective responsibility for all decisions made by the trust/academy or its delegated agents. This means that we will not speak against majority decisions outside meetings;

- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer;
- We will consider carefully how our decisions may affect the community and other schools/academies;
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our trust/academy and our actions will reflect this;
- We will ensure accountability at trust/academy level;
- We will accept and respect the difference in roles between governance and staff, ensuring that we work collectively for the benefit of the organisation;
- We agree to adhere to the trust/academy rules, policies and procedures as set out by the relevant trust/academy documents and law;
- When formally speaking or writing we will ensure our comments reflect current organisational policy even if they might be different to our personal views;
- When communicating in a private capacity (including on social media) we will be mindful of, and strive to uphold, the reputation of the organisation.
- We will have regard for our responsibilities under The Equality Act and work to ensure equality for all;
- *At Local Governing Body level* – we will act as local ambassadors for our trust.

2. Commitment:

- We acknowledge that accepting office as a director/member of a local governing body involves the commitment of significant amounts of time and energy;
- We will involve ourselves actively in the work of the trust board/local governing body, and accept our fair share of responsibilities, including service on committees or working groups;
- 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 at meetings prepared, having read all papers in advance, ready to make positive contributions whilst observing protocol;
- We will get to know the academies/academy well and respond to opportunities to involve ourselves in activities;
- We will visit the academies/academy, making arrangements with relevant staff in advance, observing academy and board protocol;
- When visiting an academy in a personal capacity (ie as a parent or carer), we will maintain our underlying responsibility as a director/member of a local governing body;
- We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis;
- We accept that in the interests of open governance, our full name, date of appointment, term of office, role on the board/local governing body, attendance record, relevant business and pecuniary interests, and body responsible for appointing us will be published on the academy trust/academy website;
- In the interests of transparency, we accept that the information in the bullet point above will be collected and logged on the DFE national database (GIAS).

3. Relationships:

- We will strive to work as a team in which constructive working relationships are actively promoted;
- We will express views openly, courteously and respectfully in all our communications with other directors/local governing body members, the clerk and school staff, both in and outside of meetings;
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times;
- We are prepared to answer queries from other directors/local governing body members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved;
- We will seek to develop effective working relationships with the executive leaders, staff and parents, the trust (where appropriate), the local authority and other relevant agencies and the community.

4. Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff, pupils or families;
- We will exercise the greatest prudence at all times when discussions regarding the trust/academy arise;
- We will not reveal the details of any board/academy vote;
- We will ensure all confidential papers are held and disposed of appropriately;
- We will maintain confidentiality even after leaving office.

5. Conflicts of interest

- We will declare any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with board/academy business in the Register of Business Interests;
- If any such conflicted matter arises in a meeting we will offer to leave the meeting during discussion and voting;
- We accept that the Register of Business Interests will be published on the trust/academy website;
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise;
- We will act in the best interests of the school as a whole and not as a representative of any group.

Breach of this Code of Conduct

If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; suspension/removal will only be used as a last resort after seeking to resolve any difficulties or disputes in more constructive ways. If it is believed the chair has breached this code, another director/local governing body member, such as the vice chair, will investigate.

The Seven Principles of Public Life

We agree to work within the 'The Nolan Seven Principles of Public Life'

- **Selflessness** - holders of public office should act solely in terms of the public interest.
- **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.
- **Objectivity** - holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **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.
- **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.
- **Honesty** – holders of public office should be truthful
- **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.

Undertaking

As a director/local governing body member I will always have the well-being of the children and the reputation of the trust/academy at heart; I will do all I can to be an ambassador for the trust/academy, publicly supporting its aims, values and Christian ethos; I will never say or do anything publicly that would embarrass the trust/academy.

Directors agree to follow the charity governance code and those at local governing body level recognise and support the principles set out in the charity governance code.

Signed	Date
Name (please print)	
Name of Academy Trust (please print)	
Name of Academy (for those at Local Governing Body Level) (please print)	