



Trinity Multi Academy Trust

**Code of Conduct for Directors and Governors
2018/19**

The Directors and Governors of Trinity Multi Academy Trust have adopted the Code of Conduct for School Governing Boards as set out in the model procedures of the National Governance Association and as follows:

Code of Conduct for School Governing Boards

This code sets out the expectations on and commitment required from governors, trustees and academy committee members in order for the individuals to properly carry out their work across the trust.

This Code should be read in conjunction with the relevant law, the articles of association and agreed Scheme of Delegation.

The governing board has the following strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, ethos and objectives for the school(s)/trust
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the Principal (where delegated)
- Monitoring the educational performance of the school/s and progress towards agreed targets
- Performance appraises the lead Principal (where delegated)
- Engaging with stakeholders
- Signing off the self-evaluation process and responds to Ofsted reports as necessary. In addition, it ensures that parents are involved, consulted, and informed as appropriate, with information to the community being made available as required.

Overseeing financial performance, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the organisation are managed

As individuals on the board we agree to the following:

Role & Responsibilities

The role of the Governing Board is a strategic one, The Department for Education (DfE's) Governance Handbook identifies three core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Principal to account for the educational performance of the organisation and its students, and the performance management of staff
- Overseeing the financial performance of the academy and making sure its money is well spent

To ensure these areas are at the forefront of meetings, governors will:

- Understand the purpose of the board and the role of the senior leaders.

- Accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- Accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- 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.
- Will encourage open governance and will act appropriately.
- Will consider carefully how our decisions may affect the community and other schools.
- Will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school/group of schools. Our actions within the school and the local community will reflect this.
- Follow MAT policies and procedures when making or responding to criticism or complaints.
- Will actively support and challenge the senior leaders as appropriate within the Scheme of Delegation.
- Will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation.
- Will respect the role of the leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements.
- Agree to adhere to the trust's rules and policies and the procedures of the governing board as set out by the relevant governing documents and law.
- Ensure our comments reflect current organisational policy (even if they might be different to our personal views), when formally speaking or writing in our governing role.
- Be mindful of, and strive to uphold, the reputation of the organisation when communicating in our private capacity (including on social media).

Commitment

- We acknowledge that accepting office as a governor/trustee/academy committee member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
- We will visit the school/s, with all visits arranged in advance with the Principal and undertaken within the framework established by the governing board.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- 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 school's website.
- In the interests of transparency we accept that information relating to governors/trustees/academy committee members will be collected and logged on the DfE's national database of governors (Get information about schools).

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 governors/trustees/academy committee members, the clerk to the governing board 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 board 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 senior leaders, staff and parents, the trust, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school/trust business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We accept that the Register of Business Interests will be published on the school/trust's 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, even if elected to the governing board.

Ceasing to be a governor/trustee/academy committee member

We understand that the requirements relating to confidentiality will continue to apply after a governor/trustee/academy committee member leaves office

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; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

The seven principles of public life

(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).

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.

Acceptance of Code of Practice for Governors

I confirm that I have read and understood the Code of Practice for the trust. As a member of the Governing Body:

- I will always have the well-being of the children and the reputation of the academy at heart
- I will do all I can to be an ambassador for the academy, publicly supporting vision, ethos and values
- I will never say or do anything publicly that would embarrass the academy, the Trustees, Directors, the Governing Board, the Principal or staff

Governor's full name: _____

Governor's signature: _____

Date: _____