



“All different, all equal, all achieving together”



Members, Trustees & Academy Councillors Code of Conduct

Author	National Governance Association (NGA)	Date	July 2022
Review Cycle	Annually	Review Body	Board of Trustees
Review Date	17 October 2022	Version number	1
Approved by	Board of Trustees	Approval Date	17 October 2022

Once this code has been adopted, all Members, Trustees and Academy Councillors agree to faithfully abide by it.

Members and Trustees also agree to follow the [charity governance code](#).

Academy Councillors recognise and support the principles set out in the [charity governance code](#).

We will abide by the Principles of Public Life:

Selflessness

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful.

Leadership

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will apply the highest standards and will:

1. Act within our powers
2. Promote the success of the Trust
3. Exercise independent judgement
4. Exercise reasonable care, skill and diligence
5. Avoid conflicts of interest
6. Not accept benefits from third parties
7. Declare interest in proposed transactions or arrangements

We will focus on our core governance functions:

1. Ensuring there is clarity of vision, ethos and strategic direction
2. Holding executive leaders to account for the educational performance of the organisation and its children and young people (CYP) and the performance management of staff
3. Overseeing the financial performance of the organisation and making sure its money is well spent
4. Ensuring the voices of stakeholders are heard

As individuals, we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management
2. We will fulfil our role and responsibilities as set out in our Scheme of Delegation
3. We will develop, share and live the ethos and values of our Trust
4. We agree to adhere to Trust policies and procedures
5. We will work collectively for the benefit of the Trust
6. We will be candid but constructive and respectful when holding senior leaders to account
7. We will consider how our decisions may affect the Trust and local community
8. We will stand by the decisions that we make as a collective
9. Where decisions and actions conflict with the Seven Principles of Public Life or may place CYP at risk, we will speak up and bring this to the attention of the relevant authorities
10. We will only speak or act on behalf of the Trust if we have the authority to do so
11. **Trustees:** We will fulfil our responsibilities as a good employer, acting fairly and without prejudice
12. When making or responding to complaints, we will follow the established procedures
13. We will strive to uphold the Trust's reputation in our private communications (including on social media)
14. We will have regard to our responsibilities under [The Equality Act](#) and will work to advance equality of opportunity for all
15. **Academy Councillors:** We will act as the local ambassadors for our Trust

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the Board/Academy Council and accept our fair share of responsibilities, serving on Committees or working groups where required
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol
4. We will get to know the Academy/Academies well and welcome opportunities to be involved in Academy activities
5. We will visit the Academy/Academies and when doing so will make arrangements with relevant staff in advance and observe Academy and Board protocol
6. When visiting an Academy in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this Code
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis

Build and maintain relationships

1. We will develop effective working relationships with leaders, staff, parents/carers and other relevant stakeholders from our local communities
2. **Academy Councillors:** We will champion the voices of our Academy community and stakeholders
3. **Academy Councillors:** We will establish effective working relationships with Trustees
4. **Trustees:** We will engage with and be accountable to those governing at local level
5. We will express views openly, courteously and respectfully in all our communications with Board/Academy Council members and staff both inside and outside of meetings
6. We will work to create an inclusive environment where each Board/Academy Council member's contributions are valued equally
7. We will support the Chairs in their role of leading the Board/Academy Councils and ensuring appropriate conduct

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of the Trust when matters are deemed confidential or where they concern individual staff, CYP or families
2. We will not reveal the details of any Board/Academy Council vote

3. We will ensure all confidential papers are held and disposed of appropriately
4. We will maintain confidentiality even after we leave office

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the Board's/ Academy Council's business, and these will be recorded in the register of business interests
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise
3. 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
4. We accept that the register of business interests will be published on the Trust's website
5. We will act as a Member/Trustee/Academy Councillor; not as a representative of any group
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the Trust Board/Academy Council, attendance records, relevant business and pecuniary interests, category of appointment and the body responsible for appointing us will be published on the Trust website
7. We accept that information relating to Board/Academy Council members will be collected and recorded on the Department for Education's (DfE's) national database (Get information About Schools), some of which will be publicly available

We understand that potential or perceived breaches of this Code will be taken seriously and that a breach could lead to formal sanctions including removing from office.