



Trust Board and Local Governing Body Code of Conduct

September 2023

This Code of Conduct is aligned to the *Seven Nolan Principles of Public Life* and the [*Framework for Ethical Leadership in Education*](#) which outlines principles that support ethical decision-making and challenge unethical behaviour.

Trustees: We agree to follow the [*Charity Governance Code*](#).

Local Governors: We recognise and support the principles set out in the [*Charity Governance Code*](#).

We agree to abide by the Seven Nolan 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 doing so.

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 and whenever it occurs.

We will apply the highest standards and will:

1. act within our powers
2. promote the success of the Trust, schools and our learners
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 leaders to account for the educational performance of the organisation and its pupils 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 operational management.
2. We will work collectively for the benefit of the Trust, our schools and our learners.
3. We will fulfil our role and responsibilities as set out in the Trust Scheme of Delegation and our Terms of Reference.
4. We will develop, share and live the ethos and values of our school/Trust.
5. We agree to adhere to school/Trust policies and procedures as set out by the relevant governing documents and law.
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 pupils 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 board if we have the authority to do so.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the school's / Trust's reputation in our private communications (including on social media).
13. We will have regard to our responsibilities under [The Equality Act](#) and will work to advance equality of opportunity for all.
14. **Trustees:** we will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
15. **Local Governors:** We will act as the local ambassadors for SCSP.

Demonstrate our commitment to the role

1. We will ensure we participate fully in any checks required (including, but not limited to a DBS check, ID check and references) of us before we commence in our role.
2. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
3. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to. If we do not attend at least 50% of meetings over the academic year or consecutively miss three meetings, then we understand this may result in our removal as a school governor/trustee.
4. We will arrive at meetings prepared, having read all papers in advance, and ready to make a positive contribution and observe protocol, where the school/Trust have fulfilled their responsibility to share papers at least 5 days in advance of the meeting.
5. We will sign an updated Code of Conduct each academic year and alert the Trust Governance Officer upon any changes in my circumstances that effects my declaration of interests.
6. We will complete mandatory Governance of Safeguarding training within the first 3 months of election and undertake annual Governance of Safeguarding training every autumn term, following updates to the 'Keeping Children Safe in Education' statutory guidance. We

understand non-compliance to undertake this mandatory training within the set timeframes may result in our removal as a school governor/trustee.

7. We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
8. We will visit the school/s and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
9. 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.
10. 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 and other relevant stakeholders from our local communities.
2. **Local Governors:** We will champion the voices of our school community and stakeholders.
3. **Local Governors:** 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 members and staff both inside and outside of meetings.
6. We will work to create an inclusive environment where each board member's contributions are valued equally.
7. We will support the chair in their role of leading the board 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, pupils or families.
2. We will not reveal the details of any governing board 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 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 trustee/local governor; 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 governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the Trust's website.
7. We accept that information relating to board 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, including our removal from the local governing body or Trust Board.