



CODE OF CONDUCT FOR TRUSTEES

THE PURPOSE OF THE BOARD OF TRUSTEES

The Board of Trustees is the school's accountable body and part of the Leadership Team. It is responsible for the conduct of the school and for promoting high standards. The Board of Trustees aims to ensure that children are attending a successful school which provides them with a good education and follows the ethos set down.

THE ROLE OF THE BOARD OF TRUSTEES

Sets the strategic direction of the school by:

- Setting targets.
- Agreeing the school development plan, budgets and staffing structure.
- Challenges and supports the school by monitoring, reviewing and evaluating the implementation and effectiveness of school development plan and progress towards targets and priorities.
- The budget and the staffing structure;
- Ensure all groups of pupils have full access to the curriculum and make at least good progress in relation to their prior attainment.

Ensures accountability by:

- responding to Ofsted reports when necessary;
- holding the Headteacher to account for the performance of the school;
- ensuring parents and pupils are involved, consulted and informed as appropriate;
- making information available to the community.

For boards of trustees to carry out their role effectively, trustees must be

- prepared and equipped to take their responsibilities seriously;
- acknowledged as the accountable body by the lead professionals;
- supported appropriately in that task;
- willing and able to monitor and review their own performance.

THE ROLE OF A TRUSTEE

The Board of Trustees is a corporate body, which means:

- no trustee can act on her/his own without proper authority from the Board of Trustees;
- all trustees carry equal responsibility for decisions made;
- although appointed through different routes the overriding concern of all trustees has to be the welfare of the children and the school as a whole.

THE SEVEN PRINCIPLES OF PUBLIC LIFE

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. Trustees are there to serve the needs of the pupils and the community and uphold the ethos of the school.

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. Trustees are fully informed of the harmful effects of social networking in relation to the reputation of the school.

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 and value for money.

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.

PROCESS FOR TRUSTEE SUSPENSION OR REMOVAL FROM OFFICE

Subject to the following paragraphs the Board of Trustees may, by resolution, suspend a trustee for a fixed period, or permanently withdraw office from a trustee, for all or any meetings of the Board of Trustees, or of a committee, on one or more of the following grounds:

- that the trustee, being a person paid to work at the school, is the subject of disciplinary proceedings in relation to his/her employment;
- that the trustee is the subject of proceedings in any court or tribunal, the outcome of which may be that he/she is disqualified from continuing to hold office as a trustee under the articles of association;
- that the trustee is in breach of any of the provisions of this code of conduct which the Board of Trustees believes has, or could, bring the office of school trustee into disrepute;
- that the trustee has behaved unprofessionally or has acted in a way that is inconsistent with the ethos of the school and has brought or is likely to bring the school or the Board of Trustees into disrepute;
- that the trustee is in breach of his/her duty of confidentiality to the school or to any member of staff or to any pupil at the school.

A resolution to suspend a trustee or permanently withdraw office from a trustee shall not have effect unless the matter is specified as an item of business on the agenda of a meeting of the Board of Trustees.

Before a vote is taken on a resolution to suspend a trustee or permanently withdraw office from a trustee, the trustee proposing the resolution shall at the meeting state his/her reasons for doing so. The trustee who is the subject of the resolution shall then be given the opportunity to make a statement in response before withdrawing from the meeting.

A trustee who has been suspended may continue to receive notices of, and agendas and reports or other papers, for meetings of the Board of Trustees during the period of suspension.

UNDERTAKING

General

- I understand the purpose of the Board of Trustees as set out above, and the role of the Headteacher. I am aware of and accept the Nolan seven principles of public life;
- I accept that I have no legal authority to act individually, except when the Board of Trustees has given me delegated authority to do so, and therefore I will only speak on behalf of the Board of Trustees when I have been specifically authorised to do so;
- I have a duty to act fairly and without prejudice, and in so far as I have responsibility for staff, I will fulfil all that is expected of a good employer;
- I will encourage open government and will act appropriately;
- I accept collective responsibility for all decisions made by the Board of Trustees or its committees and this means that I will not speak against majority decisions outside the Board of Trustees meeting;
- I will consider carefully how my decisions may affect the community and other schools;
- I will always be mindful of my responsibility to maintain and develop the ethos and reputation of the school and recognise that my actions within the school and the local community will reflect this;
- In making or responding to criticism or complaints affecting the school I will follow the procedures established by the Board of Trustees.

Commitment

- I acknowledge that accepting office as a trustee involves the commitment of significant amounts of time and energy;
- I will carry out my role professionally at all times in line with the school's expectations;
- I will involve myself actively in the work of the Board of Trustees, and accept my fair share of responsibilities, including service on committees or working groups;
- I will make full effort to attend all meetings and where I cannot attend explain in advance in full why I am unable to;
- I will get to know the school well and respond to opportunities to involve myself in school activities;
- I will arrange my visits to school in advance with the staff and undertake them within the framework established by the Board of Trustees and agreed with the Headteacher;
- I will consider seriously my need for training and development, and will undertake relevant training;
- I commit to actively supporting and challenging the Headteacher.

Relationships

- I will strive to work as part of a team in which constructive working relationships are actively promoted;
- I will express views openly, courteously and respectfully in all my communications with other trustees and professionals;
- I will support the chair in his/her role of ensuring appropriate conduct both at meetings and at all times;
- I am prepared to answer queries from other trustees in relation to delegated functions and take into account any concerns expressed, and I will acknowledge the time, effort and skills that have been committed to the delegated function by those involved;
- I recognise that the roles of trustee, staff members and volunteers in school are different and where I am also a staff member or volunteer in school I will maintain the separation of my roles.
- I will seek to develop effective working relationships with the Headteacher, staff and parents, other relevant agencies and the community.

Confidentiality

- I will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school;
- I will exercise the greatest prudence at all times when discussions regarding school business arise outside a Board of Trustees meeting;
- I will not reveal the details of any Board of Trustees vote.

- I am aware of the distinction of my role as a trustee and a member of the wider community.
- I agree to uphold the best interests of the school and adhere to the no gossip policy.

Conflicts of interest

- I will record any pecuniary or other business interest that I have in connection with the Board of Trustees' business in the Register of Business Interests;
- I will declare any pecuniary interest (or a personal interest which could be perceived as a conflict of interest) in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time;
- I 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 I believe this code has been breached, I will raise the issue with the chair and the chair will investigate; the Board of Trustees should seek to resolve any difficulties or disputes constructively;
- If I believe that that the chair has breached this code, another trustee such as the vice chair, should be approached and will investigate;
- I understand that any allegation of a material breach of this code of conduct by any trustee shall be raised at a meeting of the Board of Trustees, and, if agreed to be substantiated by a majority of trustees, shall be minuted and can lead to consideration of suspension or in some circumstances permanent removal from the Board of Trustees;

DECLARATION

As a member of the Board of Trustees I will always have the wellbeing of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Board of Trustees, the Headteacher or staff; and I will adhere fully to this Code of Conduct.

Signed Printed name

Date: