



Code of Conduct for the Trust Board

Academy Name: Hadleigh Infants and Nursery School

This Code should be read in conjunction with the Articles of Association and the agreed Scheme of Delegation. This Code of Conduct sets out the expectations of and the commitment required from the trustees in order for the Trust Board to properly carry out its work within the Academy and the wider community.

It is intended as a guide to help trustees to understand their legal and ethical duties and to assist them in carrying out those duties and in their relationship with the Trust Board and the Academy Head Teachers. This Code is aimed at promoting effective, well-informed, and accountable governance and is not intended to be a definitive or authoritative statement of the law or good practice.

This Code applies to every sub-committee or working party of the Trust Board to which trustees may be appointed.

The Trust Board is the key strategic making body within the Academy, setting the strategic framework, and ensuring that all of its statutory duties are met. Raising achievement is at the heart of a governing body's strategic role; every child has the right to attend a good school.

If a Trustee is in doubt about the provisions of this Code or any of the source documents, the Clerk should be consulted and, if necessary, professional advice should be obtained. However, ultimate responsibility for the appropriateness of conduct as a trustee of the Academy Trust and for any act or omission in that capacity rests with the individual trustee.

Every trustee will be requested to sign the Code of Conduct and Confidentiality declaration upon first appointment and each subsequent year of appointment in the autumn term.

Introduction

By accepting appointment to the Trust Board, each trustee agrees to accept the provisions of this Code. The Academy Trust is committed to ensuring that it conducts its business in accordance with the highest ethical standards as set out in more detail in this Code.

This Code of Conduct has due regard to, including but not limited to, the following relevant legislation and guidance:

- DfE Governance Handbook (2020);
- Academies' Trust Handbook (2021);
- Keeping Children Safe in Education (2021);
- Charity Commission CC3 – the essential trustee: what you need to know, what you need to do;
- Managing Public Money (2021);
- Companies Act 2006;
- The Children Act 1998;
- The Children Act 2004;
- The Education Act 2011;
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018;
- The Childcare Act 2006;
- The Data Protection Act and the General Data Protection Regulations (GDPR) 2018;
- Framework for Ethical Leadership in Education.

Trust Members and Trustees and will be aware of and accept 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 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 focus on our core governance functions:

- Ensuring there is clarity of vision, ethos, and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff;
- Overseeing the financial performance of the organisation and making sure its money is managed well;
- Ensuring the voices of stakeholders are heard.

As individual board members, we agree to:

Fulfil our role & responsibilities

- We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management;
- Will fulfil our role and responsibilities as set out in our scheme of delegation;
- We will develop, share, and live the ethos and values of our trust;
- We agree to adhere to trust policies and procedures as set out by the relevant governing documents and law;
- We will work collectively for the benefit of the trust;
- We will be candid but constructive and respectful when holding senior leaders to account;
- We will consider how our decisions may affect the trust and local community;
- We will stand by the decisions that we make as a collective;
- 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;
- We will only speak or act on behalf of the board if we have the authority to do so;
- We will fulfil our responsibilities as a good employer, acting fairly and without prejudice;
- When making or responding to complaints we will follow the established procedures;
- We will strive to uphold the trust's reputation in our private communications (including on social media) and abide by the trust's ICT Acceptable Use policy in maintaining a professional online presence to uphold the reputation of the trust at all times;
- We will follow the trust's data protection policy when using, storing, sharing and disposing of data. Our commitment to data protection does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is a risk of harm. We will inform the Trust's data protection officer immediately if we believe that there has been a personal data breach;
- We will not discriminate against anyone and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

- 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;
- We will make every effort to attend all meeting 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 a positive contribution and observe protocol;
- We will get to know the trust/academy well and respond to opportunities to involve ourselves in trust activities;
- We will visit the trust/academy and when doing so will make arrangements with relevant staff in advance and observe school and board protocol;

- When visiting the academy in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code;
- 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

- We will develop effective working relationships with trust leaders, staff, parents, and other relevant stakeholders from our local community/communities;
- We will express views openly, courteously, and respectfully in all our communications with board members and staff both inside and outside of meetings;
- We will work to create an inclusive environment where each board member's contributions are valued equally;
- We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

- We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils, or families;
- We will not reveal the details of any trust/governing board vote;
- We will ensure all confidential papers are held and disposed of appropriately;
- We will maintain confidentiality even after we leave office;
- Confidential information will never be disclosed to anyone without the relevant authority, be used to humiliate, embarrass or blackmail others, used for a purpose other than what it was collected and intended for;
- Trustees/governors understand that if they breach confidentiality, they may be suspended;
- Our commitment to confidentiality does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is a risk of harm.

Declare conflicts of interest and be transparent

- 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;
- We will also declare any conflict of loyalty at the start of any meeting should the need arise;
- 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;
- We accept that the Register of Business Interests will be published on the trust's/academy's website;
- We will act in the best interests of the trust/academy as a whole and not as a representative of any group;

- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the trust/governing board, attendance records, relevant business and pecuniary interests, category of trustee/governor and the body responsible for appointing us will be published on the trust/academy website;
- We accept that information relating to board members will be collected and recorded on the 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 which can be found in the section below.

Breaches of this code

If it is believed that this Code has been breached, the matter will be raised with the Chair to the Trust Board who will investigate under the Academy Trust's procedures for dealing with complaints against trustees.

In the event that it is believed to be the Chair who has breached the Code, a member of the Members Board, will investigate.

The Trust Board will only suspend or remove a trustee from the Trust Board as a last resort after seeking to resolve any difficulties or disputes in a more constructive manner.

Where a trustee's conduct has been investigated in accordance with the appropriate complaints procedure for trustees and the complaint has been found to be so serious that the individual should no longer serve as a trustee, the expectation would be for that individual to resign from the role.

Should the individual's resignation not be forthcoming and their continuation as a trustee would significantly affect the reputation and work of the Academy Trust, the trustee may be suspended or removed from role in accordance with the Articles of Association and relevant procedures.

If a complaint made against the Chair, is fully or partially upheld by an investigating panel, the Members Board may remove the Chair from office and potentially the Trust Board.

Trustees may be suspended if they:

- Have acted in a way that is inconsistent with the professional ethos of the Board of Trustees (including failing to undertake training appropriate to the role, whether or not directed to do so by the board) and
- Have brought, or are likely to bring the Academy Trust or the office of trustee into disrepute.

Bringing the board into disrepute may include, but is not limited to:

- Speaking out publicly against the Academy Trust;
- Being disrespectful to members of the trust community;
- Behaving inappropriately in a public forum, such as a board meeting or on social media.

We may remove a trustee/governor from office where:

- There have been repeated grounds for suspension;
- There has been serious misconduct. We will determine what counts as serious misconduct based on the facts of the case, but it will include any actions that compromise the 7 principles of public life, if sufficiently serious;
- They display repeated and serious incompetence;
- They have engaged in conduct aimed at undermining fundamental British values;
- Their actions are significantly detrimental to the effective operation of the board, or their actions interfere with the operational efficiency of the Academy Trust.

Signed: _____

Printed Name: _____

Date: _____



CONFIDENTIALITY STATEMENT

I shall not, either during my term of office, nor at any time after its expiration or termination, use for my own purposes (or for any purposes other than those of the Academy and/or Trust Board], or divulge to any person, corporation, company, or other organisation whatsoever, any confidential information belonging to the Academy Trust or relating to its affairs or dealings which may come to my knowledge during my tenure.

Confidential information shall include (but shall not be limited to) the following:

- Information concerning the services offered or provided by the Academy or Multi-Academy Trust or any Subsidiary including the names of any persons, companies, or other organisations to whom such services are provided, their requirements and the terms upon which services are provided to them (save that such information shall not be regarded as confidential once it has been published in any document which is available to members of the public);
- The Academies Trust's business plans, financial position, and marketing strategies or those of any Subsidiary;
- Any information relating to a proposed reorganisation, expansion or contraction of the Academies Trust's activities (or those of any Subsidiary), including any such proposal which also involves the activities or any other organisation;
- Financial information relating to the Academy Trust or any Subsidiary (save to the extent that such information is included in the published audited accounts);
- Details of:
 - i) employees of the Academy Trust or any Subsidiary, the remuneration and other benefits paid to them and their experience, skills, and aptitudes;
 - ii) any arrangements for the supply of personnel to the Academy Trust or any Subsidiary by a third-party provider;
- Any information that has been notified as being confidential or that which might reasonably be expected to be confidential;

- Any information which has been given to the Academy Trust or any subsidiary in confidence by pupils or other persons, companies, or organisations.

I shall not, without the express permission of the Chief Executive Officer, allow third parties access to materials belonging to the Academy Trust, including (but not limited to) information and documentation held on the Academy Trust's e-governance site.

I understand and accept that such third parties will be bound by the terms of this confidentiality statement.

Signed: _____

Printed Name: _____

Date: _____