



Code of Conduct for Maiden Erlegh Trust and School Advisory Boards

The Trust has the following core strategic functions:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the Trust and schools
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties
- Setting the budget
- Appointing the CEO, Executive Headteachers, Headteachers

The Trust has the following core functions:

Ensuring accountability, by:

- Monitoring progress of all academies towards targets
- Appointing and appraising Executive Headteachers, Headteachers and Heads of School (through the CEO)
- Engaging with stakeholders
- Contributing to Trust and academy school improvement planning and self-evaluation

Ensuring Trust financial probity, by:

- Setting Trust and academy budgets
- Monitoring spending against those budgets
- Ensuring value for money is obtained
- Ensuring risks across the Trust are managed

The School Advisory Board of each school has the following core functions:

Ensuring accountability, by:

- Monitoring progress towards targets
- Engaging with stakeholders
- Contributing to school improvement planning and self-evaluation

Ensuring financial probity, by:

- Monitoring spending against the academy budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

As individuals on the Trust Board (TB) or the School Advisory Board (SAB) we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and the role of the Executive Headteacher, Headteacher/Head of School.
- We 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 Trust or the SAB when we have been specifically authorised to do so.
- We 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 TB or SAB meeting.
- We 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.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
- We will actively support and challenge the CEO/Executive Director of Education/Executive Headteacher/Headteacher/Head of School.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Trust Board and/or SAB, 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 Trust/school(s) well make every effort to visit school(s) at least once a year and, where appropriate speak to staff and/or pupils/students.
- We will respond to opportunities to involve ourselves in Trust/school activities, being mindful not to interfere in the operational work of the school(s).
- When we visit schools, these shall be arranged in advance within the framework established by the Trust and agreed with the Headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We accept that in the interests of open government, our names, terms of office, roles on the governing body, category of governor and the body responsible for appointing us will be published on the school's website.
- We will inform the Chair of Trust Board/SAB Chair/CEO/EDE immediately of any concerns relating to the safety, integrity or conduct of any adult involved in the Trust.

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.
- We will support the Chair in their role of ensuring appropriate conduct at meetings and at all times.

- We are prepared to answer queries from other TB/SAB Members in relation to delegated functions, and consider 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 other stakeholders as appropriate.
- We will have regard for our responsibilities under 'The Equality Act' and will work to advance equality of opportunity for all.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff, pupils or governors, both inside or outside school
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a TB or SAB meeting.
- We will not reveal the details of any TB or SAB vote.
- We will not share confidential or corporate documents outside the Trust without the authorisation of the Chair of the board and/or CEO.

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 TB or SAB 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 Trust/school'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 TB or SAB.

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 TB or SAB 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 governance colleague, 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. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

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.

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.

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.

Adopted by the Maiden Erlegh Trust on 6 November 2014
Re-adopted by the Maiden Erlegh Trust on 7 February 2023

Copies of this code of conduct are given to all Trustees and members of School Advisory Boards

I agree to abide by the Code of Conduct for Maiden Erlegh Trust.

Signed: _____ Date: _____

Designation: _____