



CET Code of Conduct for Trustees and Governors

Believing in Excellence means that the Trust has key values that all members of our schools' community live by:

- Respect
- Resilience
- Responsibility

Date of Policy	March 2023
Date agreed by Trustees	29 March 2023
Date of next review	September 2024

For those who govern in an Academy Trust

All Trustees and Governors will follow the Trust's values and policies and will uphold the reputation of the Trust at all times

The Trust uses this Code of Conduct to ensure those who govern understand what is expected of them.

The Code of Conduct is anchored on the Seven Nolan Principles of Public Life and should be read alongside the DfE's Governance Handbook and other Trust constitutional documents eg Scheme of Delegation.

All Trustees and Governors understand that potential or perceived breaches of this Code of Conduct will be taken seriously and that a breach could lead to disciplinary action being taken. This Code of Conduct is not exhaustive. If situations arise that are not covered by this Code, Trustees will use their judgment and act in the best interests of the Trust, its staff and pupils. Please refer to Appendix 1 for further information on breaches of the Code of Conduct.

Using the Code of Conduct for induction and development

When recruiting new Trustees or Governors, the Trust recommends that Boards refer candidates to the Code of Conduct to ensure that they have a good understanding of expectations before being appointed. New Trustees or Governors should agree to the Trust's Code of Conduct on being appointed as part of their induction programme.

Chairs may also use the Code of Conduct to support discussions such as annual Governor performance reviews. In doing so, the Code of Conduct becomes a tool to help Boards and individuals develop their governance practice.

Using the Code of Conduct to support effective teamwork

Effective governance requires effective teamwork: working collaboratively as colleagues with understanding and respect for each other's roles.

Resources are available from the National Governors Association (Effective Teamwork) for dealing with conflict or tension and what governing Boards and school leaders should expect from each other.

Code of Conduct

(This Code of Conduct has been supported by content from the National Governance Association)

All Trustees and Governors agree to faithfully abide by the Code of Conduct.

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 Trust and its pupils and the performance management of staff
3. overseeing the financial performance of the Trust and making sure its money is well spent

As individuals, we agree to:

Fulfil our roles and 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 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. 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. Governors: 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 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 school/s well and welcome opportunities to be involved in school activities.
5. We will visit the school/s and when doing so will make arrangements with relevant staff in advance and observe school and Board protocol.
6. When visiting a school 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 and other relevant stakeholders from our local communities.
2. Those governing at local level: We will champion the voices of our school community and stakeholders.
3. Those governing at local level: 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/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 Trust 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 website.
7. 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.

Appendix 1: Breach of this Code of Conduct

Every Trustee/Governor is under a duty to report any breach of this Code or any grounds for believing that a breach of the Code has occurred to the Chair of the Board of Trustees (and if the allegation is about the Chair, to the Vice-Chair). Failing to report a breach of the Code is itself a breach of this Code.

In the event of a breach of this Code, each Trustee/Governor agrees to participate fully in any investigation procedure instigated by the Board of Trustees, and to abide by any sanction that may be imposed on them for such a breach.

Suspension

A Trustee/Governor may be suspended if they:

Have acted in a way that is inconsistent with the professional ethos of the Board of Trustees and Local Governing Board (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 Trust or the office of the Trustee/Governor into disrepute.

This may include, but is not limited to:

- Speaking out publicly against the Trust. This includes disrespecting the Trust to its parents or staff
- Being disrespectful to members of the school community
- Behaving inappropriately in a public forum

Removal

A Trustee/Governor may be removed from office when:

- There have been repeated grounds for suspension
- There has been serious misconduct. The definition of serious misconduct will be based on the facts of the case, but will include any actions that compromise the 7 principles of public life, if sufficiently serious
- They display repeated and serious incompetence
- Their actions are significantly detrimental to the effective operation of the Board, or their actions interfere with the operational efficiency of the Trust schools