



*"Striving for Excellence  
Opportunity and Success for All"*

# **BOARD OF TRUSTEES & GOVERNOR CODE OF CONDUCT**

DATE AGREED BY THE BOARD:	AUTUMN TERM
RELEVANT COMMITTEE	FULL GOVERNING BOARD
DATE OF NEXT REVIEW:	ANNUAL

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**Statement of intent**

At Redmoor Academy, we recognise and value the effort taken by members of the Board of Trustees and Governors who contribute towards our school. We encourage your assistance and acknowledge that many school activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent as part of the Board of Trustees is productive and enjoyable.

This policy outlines what is expected from members of the Board of Trustees and Governors and sets out the Code of Conduct which all members are required to comply with.

Signed by:

\_\_\_\_\_

Principal

Date: \_\_\_\_\_

\_\_\_\_\_

Chair of Board  
of Trustees

Date: \_\_\_\_\_

## **1. Legal Framework**

- 1.1 This policy had due regard to statutory legislation, including, but not limited to, the following:
- The Children Act 1989
  - The Children Act 2004
  - The Education Act 2011
  - The Childcare (Disqualification) Regulations 2009
  - The Childcare Act 2006
  - Protection of Freedoms Act 2012
  - The Data Protection Act 1998
- 1.2 This policy also has due regard to DfE guidance, including, but not limited to, the following:
- DfE 'Governance Handbook' 2015 (or latest version)
  - DfE 'Keeping children safe in education' 2016
  - DfE 'Disqualification under the Childcare Act 2006' 2016
  - Academies Financial Handbook 2016 (or latest version)
  - Academies Accounts Direction 2015/16 (or latest version)
  - The DfE Academy Trust Funding Agreement
  - The DfE Memorandum and Articles of the Academy Trust

## **2. Role and responsibilities**

- 2.1 The Board of Trustees is responsible for determining, monitoring and keeping under review the board policies, plans and procedures within which the school will operate.
- 2.2 All members of the Board of Trustees and Governors will be required to make themselves familiar with school procedures, including the following:
- Child Protection and Safeguarding Policy
  - Equal Opportunities and Dignity at Work Policy
  - Health and Safety Policy
  - Behaviour Policy
  - Whistleblowing Policy
  - Assessment Policy
  - Data Protection Policy
  - Disciplinary procedures
  - Complaints procedures
  - Social Media Policy and procedures
  - Financial Regulations Policy
  - DfE Funding Agreement

- 2.3 This Code of Conduct will be reviewed by the Board of Trustees and Governors on an annual basis and will be signed by Trustees **at the first meeting of the Autumn Term**
- 2.4 The Board of Trustees and Governors has three core strategic functions; to ensure accountability, establish the strategic direction of the school and to ensure financial probity
- 2.5 Members of the Board of Trustees and Governors accept that they have no legal authority to act individually, except when they have been given delegated authority to do so
- 2.6 Trustees will only speak on behalf of the Board of Trustees when they have been specifically authorised to do so
- 2.7 Members of the Board of Trustees will:
- Act fairly and without prejudice
  - Encourage open governance
  - Accept collective responsibility for decisions made by the Board of Trustees
  - Be mindful to their responsibility to maintain and develop the ethos and reputation of the school
  - Consider how decisions may affect the community
  - Actively support and challenge the leadership of the school
  - Act only in accordance with the Trusts Policies
  - Follow the procedures established by the body
- 2.8 Under no circumstances will Trustees speak against majority decisions outside of Board of Trustees meetings
- 2.9 The Board of Trustees will fulfil its duty as an employer, acting in a manner that is expected of a good proprietor
- 2.10 Each Trustee will focus their work on strategic issues not operational

### **3. Confidentiality**

- 3.1 When matters discussed between Trustees and Governors are deemed confidential, or where they concern specific members of staff or students, complete confidentiality will be observed both inside and outside the school

- 3.2 Members of the Board of Trustees partaking in discussions regarding school business, outside of Board of Trustees meetings, will exercise the greatest prudence at all times
- 3.3 The details of the Board of Trustees vote will not be revealed under any circumstance
- 3.4 Trustees and Governors accept that in the interests of open government, their names, date of appointment, terms of office, role, attendance record and any business/pecuniary interests they have will be published on the school website
- 3.5 In the interests of transparency, Trustees and Governors accept that information relating to members of the Board of Trustees will be logged on the DfE's National database

#### **4. Commitment**

- 4.1 Members of the Board of Trustees and Governors fully understand their role and are committed to the amount of time and energy the role involves
- 4.2 Each member of the Board of Trustees and Governors will be actively involved in the role and accept their fair share of responsibilities within the Board of Trustees
- 4.3 Full effort will be given to attendance of meetings
- 4.4 Where a Trustee or Governor cannot attend a meeting, they will contact the **clerk** in advance to give their apologies
- 4.5 All relevant training and inductions will be undertaken in a prompt and efficient manner

#### **5. Behaviour of Trustees**

- 5.1 The **Chair of the Board of Trustees** is responsible for ensuring the appropriate conduct and behaviour of Trustees at all times
- 5.2 The Board of Trustees will seek to develop open, honest and effective working relationships with the Principal, staff members and parents/carers at the school, as well as any other relevant body such as the LA and Regional School Commissioner

- 5.3 Members of the Board of Trustees will continuously strive to work as a team
- 5.4 Trustees will always express their views openly, but in a courteous and a respectful manner
- 5.5 The Board of Trustees will acknowledge the time, effort and skills demonstrated in the execution of delegated functions by other members of the board
- 5.6 Trustees will take into account any concerns expressed about their delegated function, and will be prepared to answer queries from other Trustees regarding their role
- 5.7 When making decisions, Trustees will carefully consider how their decisions and actions might affect those who are part of the school community and wider locality

## **6. Conflicts of interest**

- 6.1 Members of the Board of Trustees will act in the best interests of the school at all times, and will not act in the interest of, or as a representative of, any group or individual
- 6.2 Trustees and Governors will record in the **Register of Pecuniary Interests** any pecuniary interests that they might have in connection with the Board of Trustees' business
- 6.3 Interests of those related or closely connected to a Trustee will be declared on the **Register of Pecuniary Interests**
- 6.4 Members of the board of Trustees and Governors will declare any interest they may have in an item of business on the agenda and will immediately remove themselves from the meeting while it is under discussion
- 6.5 Any conflict of loyalty will be declared at the start of any meeting, should the situation arise

## **7. Access to the school**

- 7.1 All members of the Board of Trustees and Governors will take an active interest in the academy and its community
- 7.2 Visits to the school will be arranged in advance with the Principal with a specific focus (usually Development Plan led)

- 7.3 The Board of Trustees will establish a framework in which all visits will be undertaken
- 7.4 Trustees will actively participate in the school community, and will respond to opportunities to be involved in school activities and events

## **8. Breaching the code**

- 8.1 If a member of the Board of Trustees breaches this code of conduct, the issue will be raised with the **Chair of the Board of Trustees**, who will investigate the concern. In the event that it is believed the Chair has breached this code, another member of the Board of Trustees will undertake the investigation (usually Vice Chair)
- 8.2 The Board of Trustees will only suspend or remove a Trustee from their post as a last resort
- 8.3 The Board of Trustees will attempt to resolve any difficulties or disputes in a constructive manner before suspension or removal is considered
- 8.4 In the event that the need arises to suspend a Trustee, the Board of Trustees will do so by following the established procedures as to ensure a fair and objective process

Appendix 1

**Code of Conduct Acknowledgement Form**

<b>Name of Trustee:</b>	
<b>Name of Governor:</b>	
<b>Role in the Board of Trustees:</b>	
<b>Year of appointment:</b>	
<b>Length of appointment:</b>	

Please tick the appropriate box once you have read and understood the following documents	
<b>Behaviour Policy</b>	
<b>Child Protection and Safeguarding Policy</b>	
<b>Health and Safety Policy</b>	
<b>Equal Opportunities and Dignity at Work Policy</b>	
<b>Whistleblowing Policy</b>	
<b>Assessment Policy</b>	
<b>Data Protection Policy</b>	
<b>Disciplinary procedures</b>	
<b>Complaints procedures</b>	
<b>Financial Regulations Policy</b>	
<b>Social Media Policy</b>	
<b>Completed the Register of Pecuniary Interests</b>	

I hereby acknowledge the terms detailed within the Board of Trustees Code of Conduct and agree to abide by this code whilst I am an acting member of the Board of Trustees or Governor. I understand that the role is of a voluntary nature and will therefore not receive payment for my duties. Any expenses which I claim will be in line with the [Board of Trustees Expenses Policy](#)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_