

CODE OF CONDUCT – MEMBERS & TRUSTEES



The People's Learning Trust: Code of Conduct – Members & Trustees

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Member & Trustee Code of Conduct:

Members and Trustees agree to the following:

- We understand the purpose of the Board and the role of the executive leaders.
- We accept that we have no legal authority to act individually, except when we have been given the delegated authority to do so, and therefore we will only speak on behalf of the Members / Trustees when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the Board or its delegated agents.
- 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 governance and will act appropriately.
- We will consider carefully how our decisions may affect the community and schools that are not part of this Multi-academy Trust.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of the Trust and the individual Academies within the Trust. Our actions will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the Academy Trust.
- We will actively support and challenge the leadership teams across the Trust.
- We will accept and respect the difference in roles between the Trust Board, Local Governing Bodies and staff, ensuring that we work collectively for the benefit of the entire organisation.
- We will respect the role of the Local Governing Bodies and their responsibility for their individual Academy in line with the Scheme of Delegation.
- We agree to adhere to Trust-wide rules and policies, and the procedures of the Trust as set out by the relevant governing documents and law.
- When formally speaking or writing in our Trust role, we will ensure our comments reflect current organisational policy even if they might be different to our personal views.
- When communicating in our private capacity (including on social media) we will be mindful of, and strive to uphold, the reputation of the organisation.

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Commitment:

- We acknowledge that accepting office as a Member or Trustee involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Trust, 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 prepare for meetings (e.g. reading paperwork) and contribute to them.
- We will get to know the Academies within the Trust and respond to opportunities to involve ourselves in Academy activities when appropriate.
- If we visit Academies within the Trust, any such visits will be arranged in advance and will be undertaken within the framework established by the Trust.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training as required.
- We accept that, in the interests of open governance, our full names, date of appointment, terms of office, roles on the Trust, attendance records, relevant business and pecuniary interests, category of Member / Trustee and the body responsible for appointing us will be published on the Trust's website.
- In the interests of transparency, we accept that information relating to Members and Trustees will be collected and logged on the DfE's national database (GIAS).

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 Members, Trustees and the Clerk to the Trust Board. This also applies to all our communications with Local Governing Bodies and Trust staff, both in and outside of meetings.
- We will support the Chair in their role of always ensuring appropriate conduct both at meetings and.
- We are prepared to answer queries from other Members / Trustees and Local Governing Bodies in relation to delegated functions and take into account any concerns expressed. We will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.

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- We will seek to develop effective working relationships with the Local Governing Bodies, leadership teams, staff and parents of each Academy in the Trust, the local authority and other relevant agencies and the community.

Confidentiality:

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside of the Trust.
- We will exercise prudence at all times, when discussions regarding Trust business arise outside a Member or Trustee meeting.
- We will not reveal the details of how individual Members or Trustees voted on matters in formal Trust meetings.
- We will ensure all confidential papers are held and disposed of appropriately.

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 Trust Board's 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'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 Trust as a whole and not as a representative of any group, even if elected to the Local Governing Body of an individual Academy.



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Ceasing to be a Member / Trustee:

- We understand that the requirements relating to confidentiality will continue to apply after our term of office has ended.

Breach of this Code of Conduct:

- If we believe this code has been breached, we will raise this issue with the Chair of Trustees, and the Chair will investigate. The Members / Trustees 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 Trustee (such as the Vice Chair) or Member, will investigate.

Note: all Members / Trustees agree to abide by the Seven Principles of Public Life (see page 7).

Signed

Date

Name



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The Seven Principles of Public Life – The Nolan Principles:

(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.

Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty – Holders of public office should be truthful.

Leadership – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.