



## DECLARATION OF BUSINESS INTERESTS: GOVERNOR PROTOCOL

---

### **Code of Conduct for Trustees, Committee Members and Academy Councillors**

- We understand the purpose of the Trustees, Committee Members and Academy Councillors
- We are aware of and accept the Nolan seven principles of public life (see governance document)
- We accept that we have no legal authority to act individually, except when the Board of Trustees has given us delegated authority to do so, and therefore we will only speak on behalf of the Board of Trustees, Committee Members or Academy Council when we have been specifically authorised to do so.
- 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 accept collective responsibility for all decisions made by the Board of Trustees, Committee Members and Academy Council. This means that we will not speak against majority decisions outside the Trustees, Committee Members or Academy Council meeting.
- 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 schools and the local community will reflect this.
- In making or responding to criticism or complaints affecting the schools we will follow the procedures established by the board of Trustees.

### **Commitment**

- We acknowledge that accepting office as a Trustee, Committee Member and or an academy councillor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the board of Trustees, Committees and or academy council, and accept our fair share of responsibilities, including service on strategic groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance in full why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- Our visits to school will be arranged in advance with the Principal and staff and undertaken within the framework established by the academy and agreed with the principal.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We are committed to actively supporting and challenging the principal.

**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 Trustees, Committee Members and or academy councillors.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other Trustees and academy councillors in relation to delegated functions and take into account 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 the principal, staff and parents, 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 students, both inside or outside school
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a board of Trustees, committee meetings or academy council meetings.
- We will not reveal the details of any board of Trustee, committee or academy council vote.

**Conflicts of interest**

- We will record any pecuniary or other business interest that we have in connection with the Academy Trust's business in the Register of Business Interests.
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

**Breach of this code of practice**

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the Trustees should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.