

Code of Conduct for Members/Trustees/ School Governing Bodies of the Gippswyk Community Educational Trust

This code sets out the expectations on and commitment required from Members, Trustees and School Governors of the Gippswyk Community Educational Trust to properly carry out their work within the Trust, the schools and the community. The Trust recognises that Members, Trustees and Governors are volunteers and is grateful for their contribution.

The roles of the Members, Trustees and Local governing Bodies are articulated in the scheme of delegation for the Trust

Members, Trustees and Governors are expected to:

Role & Responsibilities

- Understand the purpose of the Members Board, the Trustees Board and the Local Governing Body and the role of the Chief Executive Officer (CEO), Principal or Head of School.
- Accept that Members, Trustees and Governors have no legal authority to act individually, except when the Board or Body has given delegated authority to do so (e.g. Chair's Actions). Members, Trustees and Governors will only speak on behalf of the Board or Body when they have been specifically authorised to do so.
- Accept collective responsibility for all decisions made by the Board or Body. This means not speaking against majority decisions outside of Board or Body meetings.
- Act fairly, reasonably and without prejudice.
- Follow good employment practices and procedures in respect of staff employed at the school.
- Encourage open government and act appropriately.
- Consider carefully how their decisions may affect the community and other schools.
- Always be mindful of the responsibility to maintain and develop the ethos and reputation of Gippswyk Community Educational Trust and to act accordingly.
- Follow the procedures established by the Members, Trustees or Governing Body in hearing any complaints or criticisms of the school.
- Actively support the CEO, Principal or Head of School and act as critical friend when appropriate.
- Be mindful of the CEO's, Principal's or Head of School's work life balance.
- Raise issues within meetings or with the CEO, Principal, Head of School or Chair of Board/Body rather than discussing externally. Members, Trustees or Governors should present the views of parents or students fairly.

Commitment

- Members, Trustees and Governors acknowledge that accepting office involves the commitment of significant amounts of time and energy.
- The Trust/ School will arrange meetings at times when Members, Trustees or Governors are able to attend.
- Members, Trustees and Governors will each involve themselves actively in the work of the appropriate Board or Body, and accept a fair share of responsibilities, including service on committees or working groups.
- Members, Trustees and Governors will make full efforts to attend all meetings and where they cannot attend give their apologies in advance.
- Members, Trustees and Governors will get to know the school/s well and respond to opportunities to involve themselves in appropriate activities.
- Visits to school/s will be arranged in advance with the staff and undertaken within the framework agreed with the CEO, Principal or Head of School.
- At all times when visiting the school in the school day, Members, Trustees and Governors will wear smart professional clothing.
- When visiting Members, Trustees and Governors will sign in on arrival and sign out on departure and wear their badge (or a visitors' badge) at all times.
- Members, Trustees and Governors must follow all safeguarding guidelines and if they have any concerns raise them immediately with the CEO, Principal or Head of School.
- Members, Trustees and Governors will consider their individual and collective needs for training and development, and will undertake relevant training.
- Members, Trustees and Governors accept that in the interests of open government, all relevant details will be published on the Trust's and/or school's website.

Relationships

- Members, Trustees and Governors will aim to work collaboratively and as teams in which constructive working relationships are actively promoted.
- Members, Trustees and Governors will express views openly, courteously and respectfully in all communications.
- Members, Trustees and Governors will support the appropriate Chairs and Vice Chairs in their roles of ensuring appropriate conduct at all times.
- Members, Trustees and Governors are prepared to answer queries in relation to delegated functions and to take into account any concerns expressed. Members, Trustees, Governors and the schools acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- Members, Trustees and Governors will seek to develop effective working relationships with the CEO, Principal or Head of School, staff, parents, other relevant agencies and the community.

Confidentiality

- Members, Trustees and Governors must observe confidentiality in their role.

Conflicts of interest

- Members, Trustees and Governors must record any pecuniary or other business interest that they have in connection with the appropriate Board's or Body's business in the Register of Business Interests and will leave meetings where appropriate should any such matters arise.
- Members, Trustees and Governors will declare any conflict of interest should the situation arise.
- Members, Trustees and Governors will act in the best interests of the Trust/ school as a whole and not as a representative of any group, even if elected to the Governing Board.

Breach of this code of conduct

- If Members, Trustees or Governors believe this code has been breached, they should raise this issue with the Chair of the appropriate Board or Body who will discuss the matter with the Chair of Trustees. If appropriate the Chair of Trustees will arrange for/conduct an investigation and take appropriate action, seeking to resolve any difficulties as constructively as possible in the circumstances.
- If the breach is made by the Chair of Trustees, the Chair of Members will undertake the role described above.

THE SEVEN PRINCIPLES OF PUBLIC LIFE

(Originally published by the Nolan Committee)

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.

EQUALITY IMPACT ASSESSMENT

This Code of Conduct has been assessed for its impact on equality issues and in particular the protected characteristics identified in the Equality Act. The Members, Trustees and Governors will not conduct their business in a way which discriminates or otherwise disadvantages those concerned.

I accept this Code of Conduct and will act in accordance with it

Name (Print)

Signature

Date