

Directors' / Governors Code of Conduct

The ability of the Directors and Local Governors of Uffculme Academy Trust (the Trust) to work together for the good of the schools within the Trust depends essentially on mutual trust and an understanding of common purpose.

General

- I recognise that the CEO is responsible for the implementation of policy, day-to-day management of the Trust and schools within it, including implementation of the curriculum;
- I accept that all Directors / Local Governors have equal status within their own Board / Committee and our overriding concern is the interests of the Trust as a whole;
- I have no legal authority to act individually, except when the Trust has given me delegated authority to do so;
- I understand the purpose of the board and its strategic role
- I understand how the role of the board differs from and works with others including the Headteacher, CEO, Trust Boards and Academy Committees.
- I recognise that the Trust has responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the Trust and the schools within it operate.
- I understand that 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.

Commitment

- I acknowledge that accepting office as a Director / Local Governor involves the commitment of significant amounts of time and energy
- I will make full efforts to attend all meetings and where I cannot attend, I will explain in advance why I am unable to.
- I will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
- I will involve myself actively in the work of the Trust, attend regular meetings, and accept my fair share of responsibilities, including service on committees or working groups where required. and regularly participate in Director / Governor training;
- I will get to know the schools within the Trust well and respond to opportunities to involve myself in Trust and school activities such as sports days, school productions, special assemblies and parent information sessions.
- I will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.
- I accept that in the interests of open governance, full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the appropriate website (Trust or Individual School).
- In the interests of transparency we accept that information relating to governors/Directors/academy committee members will be collected and logged on the DfE's national database of governors (Get information about schools).

Relationships

- I will strive to work as a team in which constructive working relationships are actively promoted.
- I will express views openly, courteously and respectfully in all our communications with other governors/Directors/academy committee members, the clerk to the governing board and school staff both in and outside of meetings.
- I will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- I will confront malpractice by speaking up against and bringing to the attention of the relevant authorities' any decisions and actions that conflict with the Seven Principles of Public Life (<https://www.gov.uk/government/publications/the-7-principles-of-public-life>) or which may place pupils at risk.
- I am prepared to answer queries from other board / committee members 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.
- I will seek to develop effective working relationships with the executive leaders, staff and parents, the trust, the local authority and other relevant agencies and the community.

Confidentiality

- I will observe complete confidentiality when required or asked to do so by the Trust, especially regarding matters concerning individual members of staff or pupils;
- As a matter of trust I will not discuss the views of fellow Directors / Local Governors with members of the public outside our meetings;
- I will exercise the greatest of prudence if any discussion of a potentially contentious issue affecting the Trust or a school within it arises outside Trust meetings, including at events of meetings of bodies such as a school's PTFA, a local PCC or Parish Council.
- When communicating in a private capacity (including on social media) I will be mindful of and strive to uphold the reputation of the organisation.
- I will avoid, as far as possible, becoming involved in any communication which may lead to a conflict of interest with the role of the governing board.
- I will ensure all confidential papers are held and disposed of appropriately.

Conduct

- I will only speak on behalf of the Trust when I have been specifically authorised to do so;
- In making or responding to criticism or complaints affecting the Trust or a school within it I will follow the procedures established by the Trust;
- My visits to any school within the Trust will be undertaken within the framework established by it and agreed with the Head teacher;
- While appreciating that the Trust encourage open expression of views at meetings, I accept collective responsibility for all decisions made by the Trust or its delegated agents;
- In discharging my duties I will always be mindful of my responsibility to maintain and develop the ethos and reputation of the Trust and the schools within it.
- 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/group of schools. Our actions within the school and the local community will reflect this.

- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the executive leaders.
- We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation.
- We will respect the role of the executive leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements.
- We agree to adhere to the school's rules and policies and the procedures of the governing board as set out by the relevant governing documents (eg Scheme of Delegation / Terms of Reference) and law.
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views
- When visiting the school in a personal capacity (ie as a parent or carer), I will continue to honour the commitments made in this code.

Conflicts of interest and transparency

- I will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will declare that interest and offer to leave the meeting for the duration of the discussion and any subsequent vote-
- I will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- I accept that the Register of Business Interests will be published on the school/trust's website.
- I will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- I will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

Ceasing to be a Director /Governor

- I understand that the requirements relating to confidentiality will continue to apply after a director / governor/ academy committee member leaves office

Breach of this code of conduct

- If I believe this code has been breached, I will raise this issue with the chair and the chair will investigate; the governing board 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 governing board member, such as the vice chair will investigate.

I confirm that as part of my induction as a Director / Local Governor of Uffculme Academy Trust I have read the above and discussed any areas I am unclear about with the Chair of the Trust / Local Governance Committee.

Name, please print:

Signed:

Date