

September  
2019



# CODE OF CONDUCT

## Trustees & Members

Responsibility:- Trustees Board

Agreed on:- September 2019

Signed:- \_\_\_\_\_

To be reviewed: July 2020

## Code of Conduct

### GENERAL

The Chief Executive Officer is responsible to the day to day management of the Trust, the implementation of policy and the operation of the curriculum. Members & Trustees have a responsibility for determining, monitoring and keeping under review, the policies, plans and procedures within which the school operates.

- The main aim of LAT is to raise the educational achievement of all its pupils.
- Members and Trustees will contribute most effectively to this aim by focusing on its 3 roles.
  - To provide a strategic view of where the Trust is heading
  - To act as a critical friend by providing support and advice to the Executive Leadership
  - To hold LAT schools to account for the educational standards it achieves and the quality of the education it provides
- All Trustees have equal status. Their central concern is the welfare of the Trust as a whole.
- All Members have equal status. Their central concern is the welfare of the Trust as a whole.
- Members and Trustees have a general duty to act fairly and without prejudice at all times.
- In so far as they have, or share, responsibility for the employment of staff, Members and Trustees should fulfil all reasonable expectations of a good employer.
- Members and Trustees should consider carefully how their own decision might affect other schools.
- Members and Trustees should encourage open governance and should be seen to do so.

### COMMITMENT

- Being a Member or Trustees involves significant amounts of time and energy. Careful regard should be paid to this when agreeing to serve or to continue to serve on either group
- All Members and Trustees should involve themselves actively in the work of their group and accept a fair share of the responsibilities
- Trustees should expect their duty to include service on committees.
- Regular attendance at meetings on all groups on which a Member or Trustees serves.
- Members and Trustees should know LAT schools well. They should take opportunities to visit schools and become involved in school activities.

### RELATIONSHIPS

- Members and Trustees should strive to operate as a team in which constructive working relationships are actively promoted.
- Members and Trustees should develop effective working relationships with the Executive Leadership, LGB's, School leadership, staff, parents, the LA and their Local Community.

### CONFIDENTIALITY

- Members and Trustees must observe complete confidentiality when asked to do so within meetings, especially in relation to matters concerning individual staff, pupils or parents.
- Although decisions reached at Members and Trustees meetings are normally made public through the minutes, the discussions on which the decisions are based should be regarded as confidential.
- Members and Trustees should exercise the highest degree of prudence when discussions of potentially contentious issues arise outside scheduled meetings.

### CONDUCT

- Members and Trustees should express their views openly within meetings but accept collective responsibility for all decisions.
- Members and Trustees should only speak or act on behalf of their group when they have been specifically asked to do so.
- All visits to school should be undertaken within a framework, which has been established by the LGB

and agreed with the Headteacher.

- In responding to criticism or complaints relating to a school or the Trust, Trustees and Directors should refer to the school's Complaints Procedure for the correct procedure to be followed and advise the complainant accordingly.
- Members and Trustees have a responsibility to maintain and develop the ethos and reputation of the school. Their actions within the school community should reflect this.
- Any pecuniary interest that a Member or Trustees may have in connection with Trust business must be recorded in the Register of Pecuniary Interests.
- Where an interest is declared, the Member or Trustees must leave the meeting while the item is under discussion.

## **TRAINING & DEVELOPMENT**

Member and Trustees training and development is important. It benefits the Trust and individual Members or Trustees, and can help to develop effective teamwork. Members and Trustees are encouraged to undertake training to further their individual interests within their Member / Trustees role and the work of the Trust as a whole.

## **MENTORING**

An experienced Member or Trustee will act as a mentor to new Members/ Trustees. Mentors provide support and a listening ear for all aspects of the work of the Trust. Members and Trustees should be prepared to act as mentors, as required.

## **MEETINGS**

Individual Members and Trustees do not have any authority in school. It is the collective decisions of the directors together that carry authority. The activities that Members and Trustees Directors undertake outside meetings can be seen as preparation for the times when a meeting 'goes live'.

It follows that if a Members and Trustees Boards are to carry out their functions well, their meetings are crucial. Below is a suggested 'Meetings Charter'. If the Chair, Executive Leadership, the Clerk and all the group members subscribe to, and implement, a charter such as this, Members and Trustees will be giving their group the best chance of coming to informed, collective decisions.

## **MEETINGS CHARTER**

As a Member / Trustee I expect:

- People to attend regularly and be punctual;
- An agenda and relevant documents to reach me at least 7 days before the meeting;
- An agenda that makes clear the purpose of each item;
- A Chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point;
- My contribution to be heard and others to contribute to the discussions;
- The decision making process to be quite clear;
- Members to work together and not to be stubbornly partisan;
- Trustees to work together and not to be stubbornly partisan;
- Members to take collective responsibility for decisions;
- Directors to take collective responsibility for decisions;
- Minutes that summarise views succinctly, records decisions accurately and are made available, in draft form, after each meeting.

**Others can expect me to:**

- Attend regularly and be punctual;
- Read the agenda, minutes and other papers before the meeting and note items I want to say something about;
- Bring my papers to the meeting;
- Make relevant and positive contributions;
- Listen to and consider what other people want to say;

