



## Code of Conduct 2020 - 2021

This document sets out the expectations of and commitment required from members of the Leger Education Trust Board and individual Academy Governing Bodies. These will provide the basis to

- Enable the MAT / AGB to carry out its work within the Academy and the community
- Support its vision of 'Truly great students in truly great schools'.

### **Strategic Functions:**

The Leger Education Trust has established a commitment to truly great students in truly great schools. The Directors of the Trust have ultimate responsibility for the Academies, largely exercised by strategic planning, budget setting and monitoring of performance.

Within this commitment and bearing in mind the overall responsibility of the Trust, Littlemoor, Moss Road, Campsmount and Spa Academy have their own vision, values and objectives.

The Academy Governing Body have delegated responsibilities for:

Strengthening the School's strategic direction, by:

- Pursuing the vision, values, and objectives of the Schools
- Agreeing an appropriate School Improvement Plan with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Monitoring progress towards targets
- Contributing to the performance management of the Head of School
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Adopting an annual financial budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

### **As individuals on Local Governing Body/ Trust Board we agree to the following:**

#### **Role & Responsibilities**

We understand the purpose of the LGB / MAT board and the roles of the CEO, Executive Headteacher and Head of Schools.

- We accept that we have no legal authority to act individually, except when the Academy Governing Body/Trust board has given us delegated authority to do so, and therefore we will only speak on behalf of the Trust / Academy Governing Body when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the boards or its delegated agents. This means that we will not speak against majority decisions outside meetings. This includes following and adhering to a social media policy.
- 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 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 School and the local community will reflect this.
- In making or responding to criticism or complaints affecting the School we will follow the procedures established by the Trust / Academy Governing Body
- We will actively support and challenge the CEO, Executive Headteacher and Head of School.

## **Commitment**

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Trust Board / Academy Governing Body, 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 get to know the Schools well and respond to opportunities to involve ourselves in School activities.
- We will visit the Schools, with all visits to Schools arranged in advance with the staff and undertaken within the framework established by the Trust / Academy Governing Body and agreed with the CEO, Executive Head / Head of School.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training

## **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 governors.
- 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 governors 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 CEO, Executive Head/ Heads of School, staff and parents, the local authority (when appropriate) 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 or outside school
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside of meetings
- We will not reveal the details of any vote of the Boards.

## **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 business of the boards in a Declaration of Personal 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 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 governing body.

## **Breach of this code of conduct**

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the Trust / Academy Governing Body 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 of the Academy Governing Body that we believe has breached this code, the matter will be referred to the Trust Members.

## The Seven Principles of Public Life

(The Seven Principles of Public Life are a useful summary of expectations. These were originally recommended by the Nolan Committee: The Committee on Standards in Public Life, established in 1994).

**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.

**All members of both Leger Education Trust and Academy Governing Bodies MUST sign this Code of Conduct**

**Adopted by Leger Education Trust: December 2019**

**Date reviewed: September 2021**

**I have read and agree to this Code of Conduct:**



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

Print Name:   **Babs Lynds**  

Date:   23/09/2020