



Governance Code of Conduct

All of our Trustees and Governors must adhere to the following code of conduct:

*Delete as appropriate to role

Role & Responsibilities

- We understand the purpose of the *Trust Board (TB) / Local Governing Body (LGB) and the role of the *Chief Executive Officer (CEO) / Executive Principal / Headteacher.
- We accept that we have no authority to act individually, except when the *TB / LGB has given us delegated authority to do so, and therefore we will only speak on behalf of the *TB / LGB when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the *TB / LGB. This means that we will not speak against majority decisions outside the *TB / LGB meeting.
- We have a duty to act fairly and without prejudice.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the Trust, its school and communities.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of the *Trust / School. Our actions will reflect this.
- We will fulfil our role and responsibilities as set out in our scheme of delegation.
- In making or responding to criticism or complaints we will follow the procedures established by the Trust Board.
- We will actively support and challenge the *CEO / Executive Principal / Headteacher.
- We will not discriminate against anyone and will work to advance equality of opportunity for all.

Commitment

- We acknowledge that accepting office as a *trustee / governor involves the commitment of time and energy.
- We will each involve ourselves actively in the work of the *TB / LGB, 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 send apologies in advance why we are unable to.
- We will get to know the *Trust / School well and respond to opportunities to involve ourselves in school activities.
- We will undertake governance visits which will be arranged in advance with the *CEO / Executive Principal / Headteacher and undertaken within the framework established by the *TB / LGB and reported on using the relevant template.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.

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- We accept that in the interests of open government, our full names, date of appointment, terms of office, roles, attendance records, relevant business and pecuniary interests and the body responsible for appointing us will be published on the *Trust / School's website.
- In the interests of transparency we accept that information relating to *Trustees / Governors will be collected and logged on the DfE's national database 'Get Information About Schools'.

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 / Governors.
- We will work to create an inclusive environment where each board member's contributions are valued equally.
- 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 / 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 Principal / Headteacher, staff, parents, the community and other relevant agencies.

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 the *Trust / School.
- We will exercise the greatest prudence at all times when discussions regarding Trust and School business arise outside a *TB / LGB.
- We will not reveal the details of any *TB / LGB vote.

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 *TB / LGB's business in the Register 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 accept that the Register of Business Interests will be published on the Trust's website.
- 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 / School as a whole and not as a representative of any group.

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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 (or in the case of a potential breach by the chair, the vice chair) will investigate; the *TB / LGB will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

The Seven Principles of Public Life (originally published by the Nolan committee) apply

- **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.

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