

Governance Code of Conduct 2020-21

Potteries Educational Trust

Policy Family	Governance
Reference	GOV-02

Responsible Manager	Chair of Trust Board
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Approval Date	10 th December 2020
Issue Number	1
Next Review Date	October 2021

Aim

The Potteries Educational Trust (PET) has reviewed its a Code of Conduct for Trustees and Governors and established this version of the Code of Conduct based on the model Code of Conduct provided by the National Governors Association and guidance provided to the Potteries Educational Trust at its inception by Browne Jacobson education advisors.

Scope

This Code of Conduct applies to all Members, Trustees and Governors of the Potteries Educational Trust. Members, Trustees and Governors will act in accordance with the Trust's Articles of Association to fulfil the objects of the organisation.

All Members, Trustees and Governors of the Potteries Educational Trust agree to follow the Seven Principles of Public Life (also known as the Nolan Principles – published 31 May 1995) and the Framework for Ethical Leadership in Education.

- Selflessness
- Integrity
- Accountability
- Openness
- Honesty
- Leadership

Additionally the Board expects Trustees and Governors to promote equality and diversity in all aspects of governance and when carrying out any functions.

Members, Trustees and Governors will focus on the organisation's purpose and will be clear about the Trust's purpose and intended outcomes for its pupils and the community, making sure that pupils receive a high quality education and that tax payers receive value for money.

There will be clearly defined functions for the Board, its Committees, Local Governing Bodies and senior leaders.

Members, Trustees and Governors will promote and practice the values of the Trust and behave in ways that exemplify effective governance.

Decisions will be informed, rigorous and transparent in the way that they are taken, making use of good quality information, guidance and support and ensuring that an effective risk management system is in operation.

The Board and Local Governing Bodies will appoint and elect trustees and governors that have the skills, knowledge and experience they need to perform well, will regularly review and evaluate the performance of the Board, its Committees and Local Governing Bodies and develop the capacity of its people taking appropriate succession planning into account. The Trust will strike a balance of trustees and governors, in the membership, between continuity and renewal.

The Board and Local Governing Bodies will engage with stakeholders and make accountability real but having a planned approach to communication and dialogue with relevant stakeholders.

Model code of conduct

For all types of governing boards

August 2020

National Governance Association

The National Governance Association (NGA) is the membership organisation for governors, trustees and clerks of state schools in England.

We are an independent, not-for-profit charity that aims to improve the educational standards and wellbeing of young people by increasing the effectiveness of governing boards and promoting high standards. We are expert leaders in school and trust governance, providing information, advice and guidance, professional development and e-learning.

We represent the views of governors, trustees and clerks at a national level and work closely with, and lobby, UK government and educational bodies.

www.nga.org.uk



As trustees / governors, we will focus on our strategic functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
4. ensuring the voices of stakeholders are heard

As individuals on the Trust Board, Trust Board Committees and Local Governing Bodies we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
2. We will develop, share and live the ethos and values of our trust and its academies.
3. We agree to adhere to trust and academy policies and procedures as set out by the relevant governing documents and law.
4. We will work collectively for the benefit of the Trust and the academies.
5. We will be candid but constructive and respectful when holding senior leaders to account.
6. We will consider how our decisions may affect the academies and local community.
7. We will stand by the decisions that we make as a collective.
8. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
9. We will only speak or act on behalf of the Trust Board or Local Governing Body if we have the authority to do so.
10. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the reputation of the Trust and its academies in our private communications (including on social media).

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the Trust Board or Local Governing Body, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the Trust and its academies well and respond to opportunities to involve ourselves in school activities.
5. We will visit the academies and when doing so will make arrangements with relevant staff in advance and observe academy and board protocol.
6. When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.
8. We will participate in the regular review of effective governance to ensure that we continue to discharge our duties to the highest standards.



Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/ communities.
2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
3. We will support the chair in their role of leading the board or local governing body and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of Trust and it's academies when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business and these will be recorded in the Register of Business Interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the Trust / academy website.
5. We will act in the best interests of the trust and its academies as a whole and not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of trustee or governor and the body responsible for appointing us will be published on the school's website.
7. We accept that information relating to Trust Board members and Local Governors will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.
8. We accept that information relating to Trust Board members will be collected and recorded on Companies House database, some of which will be publicly available

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

Adopted by: Potteries Educational Trust on 10th December 2020

Signed (Chair of Trust Board – Martin Jones)

The Trust Board agree that this code of conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the full governing board.
