

Governors' and Committee Members' Code of Conduct

- i. All Local Governing Bodies (LGB) and Committees for Brooke Weston Trust are committed to working in partnership with the senior leaders across the Trust to ensure high standards of achievement and the best possible standard of education for all children and young people in the school.
- ii. All Local Governing Bodies (LGB) and Committees for Brooke Weston Trust are committed to safeguarding and promoting the welfare of its children and expects all staff and volunteers to share in this commitment.

Function of the LGB and Committees:

- iii. As subcommittees of the Board, it is the role of the LGB and Committees to support and strengthen the leadership of the schools and Trust through robust challenge, support and guidance.
- iv. The core functions of the LGB and Committees within their respective academies and function areas are:
 - Setting the vision, ethos and strategic direction;
 - Holding the senior leaders to account for the performance of the academy and function areas; and
 - Ensuring the academy/Trust and staff have the correct resources and support to fulfil their function.

As individuals on the LGB and Committees for the Brooke Weston Trust we agree to the following:

Roles & Responsibilities

- v. We will encourage open governance and will act appropriately.
- vi. We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school and of the wider Trust. Our actions within the school, Trust and the local community will reflect this. We will consider carefully how our decisions may affect the community and other schools.
- vii. We will act and take decisions that are in the best interest of the school, Trust and not those of self, individuals or groups.
- viii. We will operate in line with established Brooke Weston Trust policies and procedures and ensure that these are followed by the school, Trust and its staff.
- ix. We accept that we have no legal authority to act individually, except when the Board has given us delegated authority to do so, and therefore we will only speak on behalf of the Trust Board when we have been specifically authorised to do so.
- x. We accept collective responsibility for all decisions made by the LGB and Committee or its delegated agents.
- xi. 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.
- xii. We will adhere to the 7 Nolan principles of public life, as set out in appendix a.
- xiii. We will take responsibility for our self-evaluation, regularly reviewing our Board, Committees and LGB performance, constitution and skillset.

- xiv. We will comply with relevant guidance and legislation and our funding agreement that sets out how we must manage our Trust's money and procure goods and services.
- xv. We will Act with integrity and transparency when making financial decisions and understand that our financial management and decision-making will be scrutinised and audited

Commitment

- xvi. We acknowledge that accepting office as a governor/committee member involves the commitment of significant amounts of time and energy.
- xvii. We will each involve ourselves actively in the work of the governing body or committee, and accept our fair share of responsibilities, including service on subcommittees or working groups.
- xviii. We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to (attend 2/3 of meetings per year, or in the case of LGBs/Committees that meet more than 3 times, achieve at least 75% attendance).
- xix. We will get to know the school and Trust well and respond to opportunities to involve ourselves in school/Trust activities.
- xx. In the case of governors, we will visit the school at least 2 times per year, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the Principal.
- xxi. We will consider seriously our individual and collective needs for training and development, and will undertake relevant training provided by the school, Trust or by an external provider.
- xxii. We will prepare for the meetings so that we are well informed, having read as a minimum all if the papers sent out with the agenda.
- xiii. We will aim to remain current with the national agenda on education.
- xiv. We are prepared to contribute personal skills through involving ourselves in the work of appropriate committees and/or working parties.

Relationships

- xxv. We will strive to work as a team in which constructive working relationships are actively promoted.
- xvi. We will express views openly, courteously and respectfully in all our communications with other governors and committee members.
- xvii. We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- viii. We are prepared to answer queries from other governors and 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.

- xix. We will seek to develop effective working relationships with the Principal, Executive Principal, CEO, other relevant staff, parents, the local authority and other relevant agencies and the community where relevant.
- xxx. We will follow the Equality Act 2010 and apply the principles of fairness and equality in everything we do.

Confidentiality

- xxi. We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or students, both inside or outside school.
- xxii. We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body or committee meeting.
- xiii. We will not reveal the details of any governing body or committee vote.
- xiv. Confidential information will never be:
 - Disclosed to anyone without the relevant authority.
 - Used to humiliate, embarrass, or blackmail others.
 - Used for a purpose other than what it was collected and intended for.
- xxv. Our commitment to confidentiality does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm.
- xvi. We will continue to observe confidentiality after we have left office.

Conflicts of Interest

- xvii. 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 governing body'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.
- viii. We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- xix. We will act in the best interests of the school/Trust as a whole and not as a representative of any group, even if elected to the governing body.

Data Protection

- xl. We will follow the Trust's IT and online safety, IT Usage and data protection policies when using, storing, sharing and disposing of personal data. We will ensure professional and appropriate use of the Trust email and communications systems, as set out on the IT Usage policy.
- xli. Our commitment to data protection does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm.
- xlii. We will inform the Trust's data protection officer immediately if we believe that there has been a personal data breach

- kliv. If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing body or committee will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- kliv. Should it be the chair that we believe has breached this code, another governor or committee member, such as the vice chair will investigate.

As a member of the Local Governing Body/Committee I will always have the wellbeing of the children and the reputation of the school and Trust at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos.

I have reviewed and agree to abide by the Brooke Weston Trust's Code of Conduct for Committee and Local Governing Body members. I declare I will carry out my role(s) with honesty and integrity, and help to ensure that the:

- Trust and its various schools are an environment where everyone is safe, happy, and treated with respect;
- Achievement and well-being of our pupils is at the heart of what we do;
- Governance expectations are met; and
- Reputation of the Trust/school is maintained.

Signed:

Printed Name:

Date:

Appendix A – The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

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.