

## **Governance Code of Conduct**

Trustees: We agree to follow the [charity governance code](#)

LGB Members: We recognise and support the principles set out in the [charity governance code](#)

### **We will abide by the Seven Nolan Principles of Public Life:**

#### *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.

### **We will apply the highest standards and will:**

- act within our powers
- promote the success of ODST
- exercise independent judgement
- exercise reasonable care, skill and diligence
- avoid conflicts of interest
- not accept benefits from third parties
- declare interest in proposed transactions or arrangements

### **We will focus on our core purpose:**

- Strategic leadership: defining a vision, fostering a culture and championing the strategy
- Accountability and assurance: providing robust and effective oversight of operations and performance
- Financial oversight: monitoring the financial performance of the organisation, and making sure its money is well spent
- Engagement: strategic oversight of relationships with stakeholders

## As individuals, we agree to:

### *Fulfil our role & responsibilities:*

- We accept that our role is primarily strategic and so will focus on our core purpose rather than involve ourselves in day-to-day management.
- Those governing at local level: We will fulfil our role and responsibilities as set out in our scheme of delegation.
- Trustees: We will fulfil our roles and responsibilities as set out in the charity governance code and in the Academy Trust Handbook.
- We will develop, share and live the ethos and values of our trust.
- We will behave in a way that is appropriate to the role we are undertaking.
- We agree to adhere to trust policies and procedures, including the Volunteer Code of Conduct.
- We will promote a culture of safeguarding throughout the trust.
- We shall fully cooperate with individual requests that are necessary to ensure organisational compliance, such as disclosure and barring or right to work checks.
- We will work collectively for the benefit of all schools and individuals in the ODST.
- We will be candid but constructive and respectful when holding senior leaders to account.
- We will consider how our decisions may affect the trust and local community.
- We will stand by the decisions that we make as a collective.
- 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.
- We will only speak or act on behalf of the trust board if we have the authority to do so.
- Trustees: We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
- When making or responding to complaints, we will follow the established procedures.
- We will strive to uphold the trust's reputation in our private communications (including on social media).
- We will have regard to our responsibilities under [The Equality Act](#) and will work to advance equality of opportunity for all.
- Those governing at local level: We will act as local ambassadors for ODST.

### *Demonstrate our commitment to the role:*

- We will involve ourselves actively in the work of the trust board/LGB and accept our fair share of responsibilities, serving on committees or working groups where required.
- We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
- Those who govern at local level: We will get to know the school/s well and welcome opportunities to be involved in school activities.
- Trustees: We will get to know the schools.
- We will visit the school/s and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
- When visiting a school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
- We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis.

### *Build and maintain relationships:*

- We will develop effective working relationships with the central team, school leaders, staff, parents and other relevant stakeholders from ODS and our local communities.
- Those governing at local level: We will champion the voices of our school community and stakeholders.
- Those governing at local level: We will establish effective working relationships with trustees.
- Trustees: We will engage with and be accountable to those governing at local level.
- Trustees: We will respect the remit of, and engage constructively with, relevant authorities, sector bodies and other trusts.
- We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
- We will work to maintain an inclusive environment where each trustee/LGB member's contributions are valued equally.
- We will support the chair in their role of leading the relevant committee/board meeting and ensuring appropriate conduct.

### *Respect confidentiality:*

- We will observe complete confidentiality both inside and outside of the trust/LGB when matters are deemed confidential or where they concern individual staff, pupils or families.
- We will not reveal the details of any trust/LGB vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will maintain confidentiality even after we leave office.

### *Declare conflicts of interest and be transparent*

- 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 ODS register of business interests.
- We will also declare any conflict of loyalty at the start of any meeting should the need arise.
- 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.
- We accept that the Register of Business Interests will be published on the relevant website.
- We will act as a trustee/LGB member; not as a representative of any group.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the trust board/LGB, attendance records, relevant business and pecuniary interests, category of LGB member/trustee and the body responsible for appointing us will be published on the trust website.
- We accept that information relating to trustees and LGB/members will be collected and recorded on the DfE's national database (Get Information About Schools), 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.

## Qualifications & Disqualifications to Serve as an LGB Member

An LGB Member must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one post at the same school.

A person is disqualified from election or appointment as a parent LGB Member if s/he:

- is employed at the school
- is an elected member of the Local Authority.

A person is disqualified from holding or continuing to hold office as an LGB Member or associate member if s/he:

- is a registered pupil at the school;
- has failed to attend LGB meetings at the school without the consent of the LGB for 3 consecutive meetings
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
  - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which s/he was responsible; or to which s/he was privy; or to which he contributed, or he facilitated by his conduct; or
- has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children (under section 1 of the Protection of Children Act 1999);
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- is disqualified from working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has been convicted of any offence and received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a LGB member;
- has been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a LGB member;
- has been convicted of any offence at any time and received a prison sentence of 5 years or more;
- has been convicted of an offence and sentenced to a fine under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a LGB member;
- has refused a request by the clerk to the LGB to make an application under section 113B of the Police Act 1997 for a criminal records certificate.