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# THE HEATH ACADEMY TRUST

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## CODE OF CONDUCT POLICY

Version 2017-1



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Document Detail	
Policy Reference Number:	016
Category:	Personnel
Authorised By:	Board of Directors
Committee Responsible:	HR & Standards
Version:	2017-1
Status:	Created March 2017 Approved 22 <sup>nd</sup> March 2017
Next Review Date:	March 2018

Source of this version: NGA. Adopted unchanged.  
File: HAT Code of Conduct Final March 17.docx  
March 2017

The Heath Academy Trust  
Registered Address: St Ives Primary School, Sandy Lane, St Ives, Ringwood. BH24 2LE  
Registered in England and Wales  
Registration Number 09809895

# Code of Conduct

This code sets out the expectations on and commitment required from directors in order for the Trust Board to properly carry out its work within the Trust, the schools and the community.

The Trust Board has the following core strategic functions:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the Trust
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the CEO
- Monitoring progress towards targets
- Performance managing the CEO
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

As individuals on the Trust Board we agree to the following:

## Role & Responsibilities

- We understand the purpose of the board and the role of the CEO.
- We accept that we have no legal authority to act individually, except when the Trust 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.
- We accept collective responsibility for all decisions made by the Trust Board or its delegated agents. This means that we will not speak against majority decisions outside any Trust Board meetings.
- 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 Trust. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the CEO.

## **Commitment**

- We acknowledge that accepting office as a director involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Trust Board, 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 arranged in advance with the CEO/headteacher and undertaken within the framework established by the governing board.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the Trust Board, attendance records, relevant business and pecuniary interests and the body responsible for appointing us will be published on the Trust's website.
- In the interests of transparency we accept that information relating to directors will be collected and logged on the DfE's national database of governors (Edubase).

## **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 directors/governors/members of staff.
- 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 Trust Board 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.
- We will seek to develop effective working relationships with the CEO/headteacher, staff and parents, the trust, the local authority 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/trust business arise outside a Trust Board meeting.
- We will not reveal the details of any Trust Board 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 governing board'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 school/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 and schools as a whole and not as a representative of any group, even if elected to the governing board.

## **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 Board 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 that we believe has breached this code, another Trust Board member, such as the vice chair will investigate.

## **The Seven Principles of Public Life**

The Seven Principles, to which all directors adhere, are reproduced on the following page.

## 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.