



THE ST. BART'S  
ACADEMY  
— TRUST —



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# The St. Bart's Multi-Academy Trust Code of Conduct

(Excerpt from the full SBMAT Governance Handbook)

November 2019

[www.sbmat.org](http://www.sbmat.org)

The St Bart's Multi Academy Trust is a charitable company limited by guarantee and registered in England and Wales (registered number 08735454)

Registered Office:  
Belgrave St. Bartholomew's Academy,  
Sussex Place, Longton, Stoke-on-Trent, ST3 4TP

# Code of Conduct



## NGA Code of Conduct 2018 Version

This Code of Conduct sets out the behaviour and conduct expected of all academy Governors.

### The governing committee has the following strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school(s)/trust;
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties.

Ensuring accountability, by:

- Appointing the lead executive/principal (where delegated);
- Monitoring the educational performance of the school/s and progress towards agreed targets;
- Performance managing the lead executive/principal (where delegated)
- Engaging with stakeholders;
- Contributing to school self-evaluation.

### As individuals on the committee we agree to the following:

#### Role & Responsibilities

- We understand the purpose of the committee and the role of the executive leaders;
- We accept that we have no legal authority to act individually, except when the committee has given us delegated authority to do so, and therefore we will only speak on behalf of the governing committee when we have been specifically authorised to do so;
- We accept collective responsibility for all decisions made by the committee or its delegated agents. This means that we will not speak against majority decisions outside the governing committee meeting;
- 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 governance 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 the MAT and our school/group of schools. Our actions within the school and the local community will reflect this.

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- In making or responding to criticism or complaints we will follow the procedures established by the governing committee;
- We will actively support and challenge the executive leaders;
- We will accept and respect the difference in roles between the committee and staff, ensuring that we work collectively for the benefit of the organisation;
- We will respect the role of the executive leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements;
- We agree to adhere to the school's rules and policies and the procedures of the governing committee as set out by the relevant governing documents and law;
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views;
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation.

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## Commitment

- We acknowledge that accepting office as a governor/trustee/academy committee member involves the commitment of significant amounts of time and energy;
- We will each involve ourselves actively in the work of the governing committee, 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 school/s well and respond to opportunities to involve ourselves in school activities;
- We will visit the school/s, with all visits arranged in advance with the senior executive leader/principal and undertaken within the framework established by the governing committee;
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor/trustee/academy committee member;
- 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 governance, our full names, date of appointment, terms of office, roles on the governing committee, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website;
- In the interests of transparency we accept that information relating to governors/trustees/academy committee members will be collected and logged on the DfE's national database of governors (Get information about schools).

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## 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 governors/trustees/academy committee members, the clerk to the governing committee and school staff both in and outside of meetings;
- 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 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;
- We will seek to develop effective working relationships with the executive leaders, 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 governing committee meeting;
- We will not reveal the details of any governing committee vote;
- We will ensure all confidential papers are held and disposed of appropriately.

## 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 committee'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 school as a whole and not as a representative of any group, even if elected to the governing committee.

## Ceasing to be a governor/trustee/academy committee member

- We understand that the requirements relating to confidentiality will continue to apply after a governor/trustee/academy committee member leaves office.

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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 will inform the CEO and investigate;
- The MAT / governing committee 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 governing committee member, such as the vice chair will investigate.

## Removal of elected governors

- In exceptional circumstances, the Trust Board has the power to remove elected governors where the actions or behaviour of the elected governor warrants removal rather than suspension. This power is delegated to the CEO of the Trust and is subject to the normal appeals procedure.

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# The 7 Principles of Public Life

Anyone in a governance role is required to comply with the 7 principles of public life. These apply to anyone who works as a public office-holder. This includes people who are elected or appointed to public office, nationally and locally.

They were first set out by Lord Nolan in 1995 and are included in the Ministerial code.

## Selflessness

Holders of public office should take decisions solely in terms of the interest of the public. They should not do so in order to gain financial or other material benefits for themselves, their families 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 influence them in the performance of their official duties.

## Objectivity

In carrying out public business, including making public appointments, awarding contracts, and recommending individuals for rewards and benefits, holders of public office should make choices on merit alone.

## Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit them-selves 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 they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this.

## Honesty

Holders of public office have a duty to declare any private interest relating to their public office 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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