



# Policy for Code of Conduct for Governance

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Name of Responsible Committee: Board of Trustees

Trade Union Representative Approval: N/A

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Target Audience: Board of Edukos Trust

Related Documents: Articles of Association  
 Scheme of Delegation  
 Policy for Governor and Trustee Visits

References: [Nolan Principles of Public Life](#)

## Revision History

Version	Date	Summary of Revision	Revision Author
1	July 2016	Trust version created	CJH
2	Sept 2017	Reviewed – no revisions.	CJH
3	Oct 2018	Addition of all levels of Trust governance to better reflect the current structure; Reference to AA and SoD	CJH
4	March 2023	Amendments in orange.	LT

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## Policy Statement

At Edukos Trust we strive to be: **EXCEPTIONAL. TOGETHER.** Creating great schools, ensuring better lives for all who we serve through our 3 core values:

- **Friendly**
- **Growth**
- **Trust**

## Purpose

### Scope

This policy applies to...

## Responsibilities

The **Trust Board and the CEO** are responsible for monitoring the effectiveness of this policy, ensuring that a consistent approach to [INSERT TITLE OF POLICY/PROCEDURE HERE] is applied across the Trust.

The **Head Teachers** are responsible for ensuring that staff adhere to this policy and procedure...

**Employees** should...

## Equality and Diversity

Edukos Trust is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines;
- Ensuring staff are protected from unlawful direct or indirect discrimination resulting from a protected characteristic (e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation).
- Delivering high quality teaching and services that meet the diverse needs of its children and its workforce, ensuring that no individual or group is disadvantaged

## Introduction

This code sets out the expectations on and commitment required from all levels of Trust governance within Edukos Trust in order for the relevant boards to properly carry out their work for the schools within the Trust and the communities within which the schools reside.

This Code should also be read in conjunction with the relevant law and our articles of association and agreed scheme of delegation.

## 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.

## Strategic Functions

The Members, Board of Trustees and Local Governing Boards have the following core strategic functions:

Establishing the strategic direction, by:

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

Ensuring accountability, by:

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

Where delegated, overseeing financial performance, by:

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

As individuals on the relevant boards, we agree to the following:

## Role & Responsibilities

- We understand the purpose of the board and the role of the leaders;
- 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 respective board when we have been specifically authorised to do so;
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the respective board 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 our schools. 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 trust;
- We will actively support and challenge the executive leaders;
- We will accept and respect the difference in roles between the board 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 trust's rules and policies and the procedures of the governing board 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.

## Commitment

- We acknowledge that accepting office as a member, trustee or **governor this** involves the commitment of significant amounts of time and energy;
- We will each involve ourselves actively in the work of the respective 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 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 relevant leaders and undertaken within the framework established by the Board of Trustees;
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a member, trustee or governor;
- 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 respective board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school/trust's website.

- In the interests of transparency we accept that information relating to member, trustee or governors will be collected and logged on the DfE's national database of governors (Get Information about Schools).

## 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 members, trustees and governors, the **Governance Professional** to the respective board 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 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 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 children, both inside or outside school;
- We will exercise the greatest prudence at all times when discussions regarding school/trust business arise outside a board meeting;
- We will not reveal the details of any board 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 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 school/trust as a whole and not as a representative of any group, even if elected to the board.



## Ceasing to be a board member

- We understand that the requirements relating to confidentiality will continue to apply after a board member leaves office.

## 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 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 board member, such as the vice chair will investigate.

Board members will sign the Code at their first meeting of each school year.

**Undertaking:**

As a member of the relevant Board; subject to my overriding obligation to act in the best interest of the Trust or school, I shall not act in any way which I know, or should know, will damage the reputation of the Trust, the school, its employees or the Board during my term of office.

1. Signed:

Printed name: .....

Date: .....

2. Signed:

Printed name: .....

Date: .....

3. Signed:

Printed name: .....

Date: .....

4. Signed:

Printed name: .....

Date: .....

5. Signed:

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Printed name: .....

Date: .....

10. Signed:

Printed name: .....

Date: .....

11. Signed:

Printed name: .....

Date: .....

12. Signed:

Printed name: .....

Date: .....

**Undertaking:**

**IN ACCORDANCE WITH EDUKOS TRUST'S  
CODE OF CONDUCT FOR GOVERNANCE**

I, \_\_\_\_\_,

being a (Member/Trustee) of the above-named Company;

or Governor of \_\_\_\_\_, (school name) hereby agree to:

As a member of the relevant Board; subject to my overriding obligation to act in the best interest of the Trust or school, I shall not act in any way which I know, or should know, will damage the reputation of the Trust, the school, its employees or the Board during my term of office.

Signed:

Date: