



ADMAT Local Governing and Directors Boards

Code of Conduct

2014 Version

This code sets out the expectations on and commitment required from directors, local governors and members in order for the governance bodies to properly carry out their work within the academy and the community. It applies to all level of ADMAT governance.

The governance bodies have the following core strategic functions:

Establishing the strategic direction, by:

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

Ensuring accountability, by:

- Appointing the Executive Head Teacher
- Monitoring progress towards targets
- Performance managing the Executive Head Teacher
- Engaging with stakeholders
- Contributing to academy 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 board we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and the role of the Executive Head Teacher.
- We accept that we have no legal authority to act individually, except when the board of directors has given us delegated authority to do so, and therefore we will only speak on behalf of the governance bodies when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated committees or agents. This means that we will not speak against majority decisions outside the governing 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 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 academy. Our actions within the academy and the local community will reflect this.
- In making or responding to criticism or complaints affecting the academy we will follow the procedures established by the governing board.
- We will actively support and challenge the Executive Head Teacher.

Commitment

- We acknowledge that accepting office as a director and/or local governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing bodies, 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 academy/ies well and respond to opportunities to involve ourselves in academy activities.
- We will visit the academies, with all visits arranged in advance with the staff and undertaken within the framework established by the governing board and agreed with the Executive Head Teacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training

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/local governors/staff and parents.
- We will support the Chair of the Local Governing Advisory Bodies and the Chair of the Directors in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other directors/local governors 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 Head Teacher, staff and parents, 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 the academy.
- We will exercise the greatest prudence at all times when discussions regarding academy business arise outside a governance board meeting.

- We will not reveal the details of any governance 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 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 academy as a whole and not as a representative of any group, even if elected to the local governing body.

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair of the board of directors and the chair will investigate; the governing bodies 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 of the directors that we believe has breached this code, another director/local governor, such as a committee chair will investigate.

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.

Adopted by the Local Governing Advisory Body of St Stephens Community Academy/Windmill Hill Academy in **September 14**.

Adopted by the Board of Directors of An Daras Multi Academy Trust in **November 14**.