

SHINE Multi Academy Trust Trustees and Local Governors Code of Conduct



Management log

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Signed	



Chair of the Board

Document history

Version	Date authored	Author	Date approved	Date issued	Comments
V1	May 2017	Helena Brooks	May 2017	May 2017	To secure a document which outlines the code of conduct to be abided by
V2	September 2018 ¹	Helena Brooks	13 September 2018	13 September 2018	Reviewed and updated the Code of Conduct to secure procedures
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V6	November 2021	Helena Brooks	24 November 2021	25 November 2021	Reviewed and updated paragraph 9 to secure procedures

¹ With thanks to National Governors Association 2018 model code of conduct document

Directorates affected by these orders – trustees and governors

Please note that the version of this document contained at <https://www.shine-mat.com/trust-documents/> is the only version that is maintained.

Any printed copies should therefore be viewed as ‘uncontrolled’ and as such, may not necessarily contain the latest updates and amendments.

Related policies

Policy	Website link
Conflicts of Interest	https://www.shine-mat.com/trust-documents/
Complaints	http://www.shine-mat.com/pupil-welfare/
Equality	http://www.shine-mat.com/pupil-welfare/
General Data Protection Regulation (GDPR)	http://www.shine-mat.com/gdpr/
Standing Orders	https://www.shine-mat.com/trust-documents/
Terms of Reference and Scheme of Delegation	https://www.shine-mat.com/trust-documents/
Whistleblowing	https://www.shine-mat.com/business-and-personnel/

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1. Introduction

1.1 This code sets out the expectations and commitment required from trustees and local governors (governors) in order for the Board and its local governing bodies (LGB) to properly carry out their work within SHINE Multi Academy Trust (SHINE) and the community.

1.2 This code should be read in conjunction with the relevant laws for academies, SHINE's Articles of Association, terms of reference and scheme of delegation.

2. Strategic functions

2.1 The Board with the delegated support of their LGBs has the following strategic functions:

2.1.1 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

2.1.2 Ensuring accountability, by:

- appointing CEO/headteacher (where delegated)
- monitoring the educational performance of the academies and progress towards agreed targets
- performance managing the CEO/headteacher (where delegated)
- engaging with stakeholders
- contributing to self-evaluation

2.1.3 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

3. Roles and responsibilities

3.1 As individuals on the Board or LGB we agree to the following:

- we understand the purpose of the Board and its LGB and the role of the CEO and headteacher(s)
- we accept that we have no legal authority to act individually, except when the Board or its LGB has given us delegated authority to do so, and therefore we will only speak on behalf of the Board and its LGB 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 Board or its LGB 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 academies/schools
- we will always be mindful of our responsibility to maintain and develop the ethos and reputation of SHINE. Our actions within the academy and the local community will reflect this
- in making or responding to criticism or complaints we will follow the procedures established by the Board
- we will actively support and challenge the CEO and headteacher(s)
- we will accept and respect the difference in roles between the Board, LGBs and staff, ensuring that we work collectively for the benefit of SHINE
- we will respect the role of the CEO and headteacher(s) and their responsibility for the day to day management of SHINE and its academies² and avoid any actions that might undermine such arrangements

² As at approval of this policy, SHINE supports six academies – Ironville and Codnor Park Primary School, John Hunt Academy, Langold Dyscarr Community School, Ranskill Primary School, Scotholme Primary and Nursery School and Whitemoor Academy.

- we agree to adhere to SHINE's and its academies rules, policies and governance procedures 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 SHINE and its academies

4. Commitment

- we acknowledge that accepting office as a member, trustee or governor involves the commitment of significant amounts of time and energy
- we will each involve ourselves actively in the work of the Board or its LGB, 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 SHINE academies well and respond to opportunities to involve ourselves in their activities
- we will visit the SHINE academies, with all visits arranged in advance with CEO or headteacher and these will be undertaken within the framework established by the Board
- when visiting a SHINE provision in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a member, trustee, governor or as an appointed 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 government, our full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests, category of trustee or governor and the body responsible for appointing us will be published on the SHINE website

- in the interests of transparency, we accept that information relating to members, trustees or governors will be collected and logged on the Department for Education’s national database of governors <https://get-information-schools.service.gov.uk/>
- to conform to company law, we accept that information relating to trustees will be collected and logged with Companies House

5. 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, governors, committee members, the clerk to the Board (and LGBs) and 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 members, trustees, governors or 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 CEO, headteacher, staff and parents, the trust, the local authority and other relevant agencies and the community

6. 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 of SHINE
- we will exercise the greatest prudence at all times when discussions regarding SHINE business arise outside a Board or LGB meeting
- we will not reveal the details of any Board or LGB vote
- we will ensure all confidential papers are held and disposed of appropriately

7. 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 Trust and its academies website (as applicable)
- 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 SHINE as a whole and not as a representative of any group, even if elected to the LGB

8. Ceasing to be a member, trustee or governor

- we understand that the requirements relating to confidentiality will continue to apply after a member, trustee or governor leaves office

9. 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 trustee, such as the vice chair will investigate
- we understand that the investigation will be undertaken following SHINE's complaints procedures

10. 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.