

Purpose

The purpose of this code is to provide guidance to Trustees and members of Local Boards on the principles and commitments associated with the Trust's governance arrangements.

Over-riding principles: The Nolan Standards of Public Life

1. Trustees and members of the Local Boards will at all times conduct their activities in accordance with the Seven Principles of Public Life defined by the Nolan Committee:

- **Selflessness** - Holders of public office should take decisions 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 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.

Commitments

2. All Trustees and members of Local Boards commit to:

- Consider their training needs in relation to their role, and any particular responsibilities they assume, and make themselves available for suitable training. The expectation is that Trustees and Local Board members will normally attend two developmental activities during the academic year;
- Participate in a range of committees, panels and other activities, maintaining a good attendance rate;
- Prepare thoroughly for meetings, including reading all papers carefully in advance;
- Raise issues at meetings and in other fora only with a view to discharging their key responsibilities;
- Consider whether they may have a personal interest in any items of discussion and ensure any interests are declared so that their role in relation to the item may be considered;
- Respect the confidentiality of all information obtained in the course of carrying out their role, including that relating to staff and students/pupils;

- Conduct themselves at all times in a way that brings credit to each academy and avoid actions which may reflect poorly on the Trust;
 - Give prior notice to the Principal of any visit to an academy and clear all requests for meetings with staff with the Principal in advance;
 - Be honest and forthright in meetings, recognising that disagreements may well arise from time to time;
 - Accept collective responsibility for decisions taken by the Board and/or Local Boards and respect the confidentiality of meetings;
 - Uphold the reputation and good name of the Trust and each academy at all times and exercise care and discretion when speaking about them publicly.
3. Chairs of Committees, Panels and Local Boards commit to:
- Liaise with the clerk in good time in advance of each meeting to plan the agenda;
 - Ensure that papers to be considered are circulated to all members one week in advance of the meeting;
 - Ensure all members have opportunities to participate fully at meetings;
 - Make arrangements for minute taking at each meeting;
 - Ensure that the minutes are approved and sent to the clerk at least 10 working days before each meeting;
 - Report on the work of the committee, panel or local governing body to the Board of Trustees.
4. Academy staff, in their dealings with Trustees and members of Local Boards, commit to:
- Respect the responsibilities that Trustees and members of Local Boards hold and facilitate the exercise of those responsibilities;
 - Be open and honest in their dealings with Trustees and members of Local Boards;
 - Accept questioning, advice and guidance from Trustees and members of Local Boards;
 - Ensure written reports and papers are available in advance of meetings in accordance with agreed timetables so that Trustees and members of Local Boards can prepare for meetings and take informed decisions.